



## POSITION DESCRIPTION

<b>Position Title:</b>	Early Childhood Program Leader
<b>Position Type:</b>	Full Time
<b>Remuneration:</b>	Remuneration will be in accordance with the skills and level of experience
<b>Hours of Work:</b>	38 hours per week
<b>Position Reports To:</b>	General Manager
<b>Direct Reports:</b>	Early Childhood Educators
<b>Indirect Reports:</b>	None

### Background

Kensington Community Children's Co-operative (KCCC) is a parent managed co-operative offering long day care and kindergarten.

The centre began in Henry Street, Kensington in 1982, but soon outgrew its premises. It is currently located in a City of Melbourne owned building in Altona Street, Kensington. KCCC is licensed for 140 child care places including sessional and integrated kindergarten groups. KCCC is open 50 weeks of the year, and closes for two weeks over the Christmas break. Opening hours are 7.30am till 6.00pm. KCCC provides education and care for children from 2 months to 6 years of age.

### Operational structure

KCCC operates with a board of 9 Directors. The quorum for a board meeting is 5. The board has a governance role and the General Manager manages the centre and is responsible for ensuring the delivery of a comprehensive early childhood program to all children. The General Manager is supported by a management team consisting of a Pedagogical Leader and Business Manager.

### KCCC Vision

KCCC is a non for profit community organisation run by, and for, cooperative members that values and supports families and our community. We provide quality early childhood education and care that helps children grow, develop and learn in a safe and caring environment for children aged 6 weeks to school ready. Our natural setting is an integral part of our program and we encourage and foster sustainable practices.

### **Position objective**

The Program Leader supports the Pedagogical Leader and General Manager to lead and support a strong educational program. The Program Leader will share expertise of contemporary theories, knowledge of child development and teaching approaches through effectively coaching, mentoring and articulating pedagogical ideas, philosophies and approaches that support quality outcomes for children. The role is responsible to support the early childhood educators and program to deliver an early childhood education program which complies with relevant regulations, quality standards and codes of practice. Working closely with educators, management, families and community to maximize outcomes for children.

### **Specific responsibilities**

#### **Professional Practice**

Will contribute to the programs, which includes on the floor support to educators, participating in staff meetings, supporting team action research plans, promoting staff participation, innovation, productivity and efficiency.

- Be committed to ensuring that the National Education and Care Regulations, Act and National Quality Standards are embedded into the service.
- Promote the integration of KCCC organisational values into daily practice, which includes supporting the delivery of high quality customer service.
- Provide input into operational policies, standards and procedures relevant to children's services operations.
- Work with the Pedagogical Leader and General Manager and staff to meet quality practice frameworks and community expectations.
- Support the OH&S officers to maintain and review OH&S procedures.
- Support the fundraising activities of the service .

#### **Educational leadership**

- Support the Pedagogical Leader and General Manager to engage in ongoing reflective practice through the participation of discussions and reflective practice with educators that promote an ongoing cycle of review where current practices are examined, outcomes reviewed and new ideas generated.
- Access current research about curriculum and guide others in theories of learning and development.
- Support the curriculum at the service through on the floor guidance and coaching to ensure children achieve outcomes of the Victorian Early Years Learning Framework.
- Guide pedagogical decisions with a shared approach to curriculum and goal setting for teaching and learning to achieve best outcomes for children.
- Ensure the programs offered reflect the diversity of the local community and families of the service
- Promote children's learning and development to families.
- Coordinate the ongoing planning and evaluation towards a consistent approach that centers on children's learning and development.
- A willingness to listen, coach, mentor and reflect alongside the team.

## **Management**

- Competency in using Microsoft Office Suite.
- Excellent interpersonal and problem solving skills.
- Relationship building, including the ability to consult/negotiate with other early childhood educators for positive outcomes, effective teamwork and shared responsibilities
- Highly developed communication - written and oral communication skills with ability to prepare reports and presentations.
- Good time management skills and ability to coordinate responsibilities to enable the smooth and efficient program development.
- Able to supervise and delegate duties as required
- Foster positive communication and information sharing through regular staff meetings and communication
- Able to take personal responsibility and participate in the quality assessment and rating process for evaluation and professional development.

## **Administration**

- To provide administrative support the Pedagogical Leader and General Manager.
- Provide timely reports to the Pedagogical Leader and/or General Manager about team and program performance.
- Contribute to the development and implementation of the Assessment and Rating procedure.
- Support the Pedagogical Leader to ensure Incident/Accident Reports and Work Cover forms for all team staff are investigated, completed and forwarded to the General Manager.
- Participate in service development and inter-agency initiatives that are identified.
- Attend staff meetings and training as required.
- Contribute to the planning and facilitation of operational staff meetings.
- Contribute to newsletters and publications

## **External relationships**

- Build and maintain strong networks in the industry.
- Maintain strong communication with families of the service.
- Ensure the services operations comply with the conditions of the building lease from City of Melbourne & work collaboratively with the Management team and staff to resolve any issues that arise.

## **Community relations**

- Provide support to educate families in their use of the service and in relation to child development and education and care program
- In collaboration with the Pedagogical Leader provide advice and referral to other agencies where appropriate.
- Liaise with relevant early childhood support services and other organisations within the community,
- Act at all times in a manner that upholds the reputation of KCCC in the community

### **Occupational Health and Safety and Risk Management**

- Create, maintain and foster a safe work environment at all times.
- Ensure that staff follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Follow up on hazard corrective actions.
- Ensure KCCC Risk Management Policy and Procedures are observed and complied with at a personal level.

### **Accountability and extend of authority**

- Act under the supervision and guidance of the Pedagogical Leader.
- Liaise with other staff to address issues relating to service development and administration.
- Meet required deadlines.
- To support the development of the organisation to meet the community needs.
- Performance will be assessed in accordance with KCCC Staff Appraisal and Development Program

### **Judgment and decision making**

- Problem solve, using policy and procedures and the application of knowledge and experience in the early childhood field.
- Responsible to make decisions on all matters that are within the responsibility of the position, ensuring that they are within legislative requirements, KCCC policies and established procedures.
- Reports regularly to the Pedagogical Leader to ensure adherence and process to allocated responsibilities.
- Carry out duties according to, procedures and standards established within the service requiring some personal judgment.
- Use initiative in unusual or emergency situations when consultation is not available.
- Support, or recommend as appropriate, issues necessary to improve programs, processes, or the development of children.

### **Key selection criteria**

#### **Qualifications & certifications**

- Diploma of Early Childhood or equivalent, in accordance with requirements of the Education and Care Services National Regulations 2012, Australian Children's Education and Care Quality Authority (ACEQA).
- Working with Children Check

- Approved First Aid, Asthma, Anaphylaxis training

### **Skills**

- Competency in using Microsoft Office Suite.
- Highly developed communication - written and oral communication skills with ability to prepare reports including presentations.
- Good public relations skills, to maintain a strong community focus and positive relationships between Cooperative and families.
- Excellent interpersonal and problem solving skills.
- Capacity to respond in an appropriate manner to children and family members, when addressing challenging, unpredictable or unusual circumstances, including the choice of teaching strategies for these children.
- Is flexible and open to new approaches and ideas
- Acts ethically and appropriately in and out of the environment
- Partakes in the cooperatives community events in a fun a lively environment

### **Knowledge**

- Experience in early childhood leadership or relevant leadership position.
- Sound understanding of the Education and Care Services National Regulations, Act and National Quality Standards
- A thorough knowledge of child development and capabilities in planning, implementing and evaluating a quality early childhood education program that focuses on ensuring the program and practice is stimulating, engaging and enhances children's learning and development and
- Knowledge of, and commitment to, current reforms and trends in early childhood education and care.
- Ability to ensure a productive, safe and professional work environment for self and all team members. Ability to ensure a productive, safe and professional work environment for all team members

### **Competencies**

- Communication - written and oral communication skills with ability to prepare reports
- Excellent interpersonal and problem solving skills.
- Demonstrated ability to lead, coach and support others.
- Ability to work collaboratively with children, families and other professionals.
- Continuous improvement, commitment to ongoing learning and development.
- Ability to organise, plan and prioritise work.
- Leadership in delivery of inclusive practice to improve access, equity and social justice outcomes.
- Relationship building

### **Values**

- A commitment to community based/co-operative childcare
- A commitment to child protection standards
- A commitment to providing equal opportunities and welcoming diversity and equity