

Full-time Position Vacant

Group Leader / Educator

Immediate Start

Applications will remain open until the position is filled



ABN 43 593 215 992

How to Apply

1. Cover Letter

Provide a cover letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

In your cover letter, address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

4. Submit Application

Applications can be e-mailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

POSITION DESCRIPTION

Title:	Group Leader / Educator
Department:	Corporate and Community Services Division
Reports to:	Nominated Supervisor (Napranum Early Childhood Centre)
Nature of Employment:	38 hours per week
Classification Level	Subject to Qualification
Award:	Queensland Local Government Industry (Stream A) Award – State 2017

Internal liaisons:

- Teachers
- Teacher Assistants
- Other Council staff

External liaisons:

- Parents
- Caregivers
- State and Federal Departments

Supervisory responsibilities:

- Children Services Workers

Location: Napranum

POSITION OBJECTIVES

- Under the guidance of the Nominated Supervisor and the Educational Leader, lead a team in planning, organising and providing a caring developmentally appropriate, healthy, safe and positive environment in a manner consistent with the vision and mission of the Napranum Early Childhood Centre
- Ensure practices within the centre are run in accordance with the Early Years Learning Framework (EYLF), National Quality Standards (NQS) and the National Regulations.

KEY RESPONSIBILITIES

- To maintain confidentiality in matters relating to children, parents and staff.
- to maintain observations and records of individual children's progress, particularly those identified through staff observation.
- To take primary responsibility for program planning and implementation and for supervising the Children Services group at the NECC.
- To provide professional support, and cooperate with the Nominated Supervisor and the Educational Leader in maintaining high standards in administrative and educational programs.
- Supervise the children in your care and provide a safe environment for the children.
- Promote and show respect for the children and families of the NECC. This includes recognising and respecting the cultural and social backgrounds of the children.

- Identify and encourage children's learning and development through the recognition of interests and abilities.
- To work with the Nominated Supervisor and the Educational Leader to draw up guidelines for supervision, safety and discipline within the group.
- Be responsible for the guidance/support/direction/discipline and general supervision of staff, students and volunteers working within the Childcare service.
- To supervise the Children Services Workers and actively involve them in planning and delivery of the program.
- To attend staff meetings as convened by the Nominated Supervisor or the Educational Leader, and contribute to those meetings by sharing ideas, issues, concerns, etc.
- To implement, maintain and adhere to the Quality Improvement Plan (QIP) as directed.
- Form and maintain positive relationships with the children and families of the NECC.
- Work with fellow staff and maintain positive relationships with other team members.
- Follow the NECC's policies and procedures to ensure a safe workplace for both children and staff of the NECC. This includes adhering to the Emergency plan and reporting guidelines for any accidents/incidents or maintenance.
- To check equipment supplies regularly and keep the Nominated Supervisor informed about maintenance needs.
- To attend professional development/in service activities as may be appropriate from time to time and support other staff in their professional development.
- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.
- Ability to organise the playroom daily and maintain it in a clean orderly state.

SKILLS KNOWLEDGE AND ABILITIES

1. Ability to understand all centre policies and practices and ensure that they are complied with at all times.
2. Ability to promote good parent/ centre relationships by making parents feel welcome and to share with them happenings of the day that have involved their child and to encourage parental involvement in the Childcare program
3. Ability to mentor students on practical placement. Provide verbal and written feedback to aid reflective learning.
4. Ability to mentor other NECC staff for development and upskilling as directed and identified by the Nominated Supervisor or Educational Leader.
5. To be aware of any requirements of regulations, standards or other requirements applying to the NECC.
6. Ability to comply with the OH&S Policy, ensure a safe environment is maintained for staff and children, with particular attention to children with anaphylaxis, allergies, asthma etc.
7. Ability to ensure that accurate records are kept in regards to each child in your group, accident, incident, injury, illness and medication. The appropriate books/records are to be checked on a regular basis to ensure ongoing compliance.

8. Ability to ensure staff are aware of current thinking and practice in early childhood education, and service delivery.

SELECTION CRITERIA

Prerequisite

- Completed Certificate III of Early Childhood Education.

Essential Experience and Qualifications

- Broad experience in childcare centres as a Children's Services Worker or Group Leader.
- Have a sound understanding of the National Quality Framework and the Early Years Learning Framework and their implementations
- Must have experience working with children aged (6) months to (3) years.
- Ability to develop the Children's Program (reflecting Early Years Learning Framework guidelines). Write up the program, co-operating with staff and Children's needs.
- Provide leadership and management skills to all aspects of the centre as required
- An ability to observe and interpret children's behaviour and use the information to develop programs suited to each child's developmental needs.
- High level of written and verbal communication skills.
- Hold a current HLTAID004 (Provide an Emergency First Aid Response in an Education and Care Setting) Certificate or be willing to obtain one within (3) months of employment.
- Broad knowledge of employer and employee responsibilities under the Work Health Safety Act 2011.
- Be physically fit and healthy to be able to meet requirements of the position.
- Ability to obtain and retain a Working with Children Blue Card.
- Agree to a Commonwealth Police Check.

Desirable

- Knowledge of children's emotional and developmental needs.
- Other relevant tertiary qualifications.
- Experience working with Aboriginal and/or Torres Strait Islander children or in Indigenous communities.
- Understanding of Local Government.

PERFORMANCE STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Nominated Supervisor and Educational Leader.
- Work shall be performed in accordance with industry accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.

- Active participation in supervision discussions, performance reviews, professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives. They must also reflect the Council's strong commitment to outstanding client service.