

CHILDREN'S PROGRAMS: TEAM LEADER

Vision Statement

'Leading learning and wellbeing practices for children, families and educators in South Australia through co-designed and future oriented programs.'

Summary of the Position and its Responsibilities

The position of Team Leader will provide leadership within a designated room ensuring the day to day functioning of the room is consistent with the Gowrie SA philosophy of primary caregiving and values, the National Quality Standard and Early Years Learning Framework (EYLF).

The incumbent works in partnership with the relevant Director - Children's Program and other Team Leaders to implement the Gowrie SA Strategic Plan, Reconciliation Action Plan and the principles of professionalism.

The Team Leader is appointed by the Employer to coordinate and direct the activities of other qualified and un-qualified employees within the designated room, to undertake initiatives and administrative tasks as required.

Agreement, Award and Conditions

The Team Leader will be aligned to Lady Gowrie Child Centre Inc. Enterprise Agreement 2018 and classified as an AD Level 3.

Attendance at monthly Gowrie SA after-hours organisation-wide staff meetings is a requirement along with attendance at other relevant meetings as required.

Educational Qualifications/Experience

The Team Leader will:

Essential

- Hold a relevant AQF Diploma in Children's Services, Degree in Early Childhood Education, or equivalent qualifications in accordance with ACECQA approved qualifications
- Provide evidence of satisfactory DHS Working with Children Check
- Provide evidence of an up to date Responding to Abuse and Neglect (RAN) Certificate
- Provide evidence of an up to date Senior First Aid Certificate
- Provide evidence of an up to date Asthma and Anaphylaxis Awareness Certificate
- Have an appropriate understanding and skill level in food safety and hygiene as required under the Food Safety legislation
- Proven previous experience working with children in the early years sector

Desirable

- Advanced Diploma in Community Sector Management

Statement of Key Responsibilities

The Team Leader will:

Provision of education and care

- Work within the organisation's philosophy of primary caregiving
- Maintain confidentiality
- Work within Gowrie SA's philosophy, values and principles of professionalism
- Work within organisational policies and procedures
- Develop ongoing learning practices to increase own professional knowledge
- Provide quality care and education that meets the individual and group needs of children at the appropriate developmental level
- Liaise with other members of the employee team in the provision of programs and routines that are responsive to children's strengths, interests and development
- Lead the development of curriculum and pedagogy in the room
- Lead professional dialogue and reflective practice with educators for continuous improvement
- Draw on the EYLF, Core Program Resource book and other curriculum resources to guide curriculum and practice
- Provide opportunities for educator feedback and participation in curriculum development and room procedures
- Take into account the needs of families using the service and respect the diversity and the cultural backgrounds of children, employees and families
- Support the day-to-day functioning of the service and work consistently within the National Quality Standard
- Actively support implementation of leadership initiatives in partnership with the relevant Director - Children's Program
- Ensure educators are providing written and oral observations of children, as required
- Ensure that children's records in relation to programming are maintained and updated
- Incorporate equity principles into all practices
- Develop, implement, evaluate and lead daily routines in consultation with the relevant Director - Children's Program
- Incorporate timelines of the Service into daily practices
- Liaise with other employees, the Director - Children's Program and the CEO in the provision of high quality care
- Work in accordance with Education and Care Services National Regulations
- Liaise and respond to parents in a sensitive, supportive and professional manner
- Provide a safe and healthy environment for children
- Take responsibility for emergencies until able to transfer responsibility to a more senior person, directing other employees to assist as required
- Report any emergency or hazard to the relevant Director - Children's Program or the CEO immediately, when it is safe to do so
- Work within the organisation's policies, procedures and commitments to the Reconciliation Action Plan (RAP)
- Plan, coordinate and facilitate in-service training for employees
- Responsible for the quality of own work
- Provide support with administrative functions for the relevant Director - Children's Program as required

Workplace Health and Safety

- Take responsibility to read and understand relevant information and to assist other staff to do so if requested
- Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act of omission, neglect or misconduct at work
- Ensure work practices are consistently within Commonwealth and State Regulations and organisational guidelines relating to health and safety, equal opportunity and anti-discrimination in the workplace

Organisational Relationships and Extent of Authority

- Work under the direction and report to the relevant Director - Children's Program, CEO and through them to the Board
- Provide supervision, guidance and support for qualified and unqualified employees, students and volunteers

within the designated room

- Coordinate and direct the activities of qualified and unqualified employees, students and volunteers
- Take responsibility for the assessment of students on placement where relevant, in consultation with the relevant Director - Children's Program
- Assist the relevant Director - Children's Program and CEO in the management and supervision of Service employees
- There is freedom to act and use initiative within established guidelines
- Has the authority to make decisions, in accordance with relevant legal requirements, in the absence of qualified staff of a higher level

The number of staff reporting to this position is at the discretion of the relevant Director - Children's Program.

General

- Develop ongoing learning practices to increase own professional knowledge
- Contribute to the development of the Service's policies
- Provide support with parent and community liaison
- Provide support in the marketing of the Children's Program

Work outcomes will be clearly monitored and assessed by the relevant Director - Children's Program.

Person Abilities/Aptitudes/Skills

- Effective written and verbal communication
- Ability to work collaboratively and to negotiate problem solving approaches
- Ability to work autonomously and demonstrate initiative
- Ability to receive, and act on, constructive feedback
- Ability to set goals, reflect and review
- Commitment to Gowrie SA vision, values and philosophy
- Maintain confidentiality and professionalism at all times
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to effectively supervise all areas accessible to children
- Ability to work with children with particular needs
- Well-developed observation and reporting skills
- Ability to contribute to and lead group discussions
- Effective leadership, interpersonal skills and time management skills
- Ability to respond to parents in a sensitive, supportive, professional manner
- Ability to act in a professional and mature manner at all times
- Ability to deal calmly and effectively with a number of urgent matters
- Commitment to social justice

Knowledge

- Knowledge of the National Quality Framework, National Quality Standard, the Early Years Learning Framework
- Knowledge of Workplace Health and Safety principles and practices
- Knowledge of Discrimination Laws
- Maintain a high level of understanding and knowledge of current evidence based education and care practices, including current and emerging practices
- Sound knowledge of child development
- Thorough knowledge the organisations philosophy, policies, and procedures
- Thorough knowledge of current early childhood education and care work practices
- Thorough knowledge of program planning requirements
- Thorough knowledge of children's development and needs
- Thorough knowledge of a range of appropriate observation and documentation methods
- Thorough knowledge of the National Quality Standard, Education and Care Services National Regulations and the Early Years Learning Framework

- Knowledge of child health, including nutritional requirements, infectious diseases and infection control
- Knowledge of effective time management methods
- Consistently demonstrate knowledge, understanding and practice of adult learning principles

Additional Non-Negotiable Requirements & Special Conditions

The Team Leader will:

- Provide evidence of a satisfactory DHS Working with Children Check prior to commencement
- Sign a 'statement of no adverse effects' on an annual basis

The Team Leader will be provided with 2 hours' administration per week as non-contact time.



DECLARATION OF TEAM LEADER Job & Person Specification

Approval by Program Leader:

Name:

Signature:

Date:

Acknowledged by Employee:

I have read the Team Leader job and person description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability.

Name:

Signature:

Date:
