

# Position Description

## Educational Leader

<b>Appointment:</b>	Part-time (37.5 hours per week) Roster applies- Shift times between the Centre's open and closing time frames
<b>Award Classification:</b>	Children's Services (Victoria) Award 2010
<b>Appropriate Industry Qualification:</b>	Diploma in Children's Services or equivalent as a minimum requirement Working with Children's Check
<b>Preferred Qualifications:</b>	Police Check First Aid Certificate, Anaphylaxis Certificate and Asthma Certificate (all of which must be upheld throughout time of employment with Little Flyers Learning Centres) Child Safe Certificate Food Handling Certificate Computer operating skills

### **Aims of the position:**

- To work as part of a team providing a professional, quality developmental program within a Child Care environment; in a warm, safe and stimulating manner, displaying a genuine desire for the welfare of all children 0-6 years.
- To be fully conversant with the National Education and Care Services Regulations 2011 and to assist in maintaining standards according to the requirements of the Centre's Policies and Procedures and the National Quality Framework.
- To be fully conversant with the Early Childhood Australia's Code of Ethics.

### **Duties of the Position:**

1. To be aware of and assist in the implementation of the Centre's Policies and Procedures, the Education and Care Services National Regulations 2011 and the National Quality Framework (NQF).
2. To ensure the health, safety and wellbeing of all children under your care.
3. To implement and oversee an appropriate educational program for a specific group of children, age and stage related that demonstrates the Centre's declaration of intent and curriculum and is inclusive to theVELYF in all care and education rooms within the service.
4. To oversee the documenting of changes and spontaneous learning experiences on the program.
5. To oversee the documenting of children's developmental progress and learning, apply to each child's individual portfolios.
6. Lead, oversee and contribute to the critical reflection of the room's proposal.
7. Oversee and showcase children's works, projects and dialog regarding the program and its learning experiences.
8. To actively participate with the children in all learning experiences which occur both indoors and outdoors.
9. To oversee educators implementing the Centre's daily routine ensuring each individual child has attention and care as required.
10. To discuss with Co-educators, the needs of the children under their care in relation to teaching and learning.
11. Oversee and maintain a welcoming, attractive, hygienic and safe indoor and outdoor environment.
12. Attend and contribute to staff development and communication sessions/ meetings and in-service training.
13. To oversee the communication with families about the Centre's Teaching, Learning and Curriculum.

14. To contribute to the Centre Quality Improvement Plan.
15. Contribute to the Centre's Staff Development Communication Sessions.
16. To conduct termly audits in the form of program assessments.
17. Implement the Teaching, Learning and Curriculum in daily practice.
18. To liaise with co-workers, parents and their representatives.
19. To maintain the physical environment.
20. To assist team members in providing monthly educational and room news Newsletters to families.
21. To plan and implement an induction programme for new children in co-operation with parents and other staff.
22. To develop and maintain developmental electronic files for all children in your care and education.
23. To ensure all staff have knowledge about emergency procedures.
24. To ensure that Allergy and Special requirements are followed in the room for children in your care.
25. To answer telephones and relay messages or write them down and leave them on the office desk; if asked to be responsible for the phone.
26. To be the nominated responsible person of the service in the absence of the Nominated Supervisor.
27. To be responsible for the opening and closing of the service documenting the procedures undertaken.
28. To be responsible for the completion of OH & S log/checks as required by the Centre.