



POSITION DESCRIPTION

Title:	Educational Leader
Enterprise Agreement:	Anglicare ACT Children's Services
Classification:	Early Education and Care Employee Level 5, salary depends on qualifications and experience.
Usual Work Location:	Calwell Early Childhood Centre
Cost Centre:	135
Position Objective:	Qualified Educational Leader To assist the Director in inspiring, motivating and supporting staff to develop and implement a high quality program based on relevant current research and trends. To work with Educators to research and implement innovative practices that promote quality outcomes for children attending the Centre
Essential Qualifications:	Bachelor or Diploma in Early Childhood

Position Responsibilities:

Personal and Professional Development:

- Continually develop both personally & professionally to meet the changing needs of your position, career & industry.
- To know, understand and assist with the implementation of the EYLF.
- Instigate and participate in professional conversations around early childhood theory, trends and policy changes.
- Attend all training sessions provided by the organisation and be actively involved in other training & development as required.
- To work with the Director to plan team meetings and motivate the team by sharing current knowledge.

Communication:

- Act in a professional manner at all times.
- To work in partnership with the Director to ensure a harmonious working environment.
- Positively promote the organisation both internally & externally.
- To provide prompt and courteous service to all children, families, colleagues and the community.
- Maintain confidentiality on all issues relating to the organisation, the children, families & colleagues.
- Ensure processes are in place to communicate with educators and families regarding the program and routines.
- Treat all children & families with respect & equality, whilst being responsive to their needs.

Documentation:

- Ensure that all documentation is accurate, completed and stored in a professional and timely manner.
- As the Educational Leader monitor and oversee the overall program and individual assessment for children in the Centre.
- To maintain appropriate and up to date records as recommended by legislation, centre policies and procedures.

Application:

- To notify the centre Director/ Director Support of any matters relating to concern for the well-being of any children.
- To endeavour to establish warm, nurturing relationships with each child and friendly, supportive relationships with parents.
- To work with the Director in promoting knowledge through planning the professional development of the team.
- To maintain up to date knowledge of the Early Years Learning Framework and the National Quality Standards that enables professional conversations between yourself, the centre Director, teachers and educators.
- To assist in providing a safe physical environment.
- To be actively involved in the Quality Improvement Plan.
- To positively promote the Centre to the general public.

- To perform other such duties as the Centre Director may from time to time require.
- In addition to these responsibilities and duties, you are expected to undertake such other responsibilities and duties that may from time to time be assigned by Anglicare.

Teamwork:

- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Demonstrate the ability to work consistently and provide positive direction within a team to achieve team goals.
- Work harmoniously with other team members to achieve excellence in every aspect of service delivery.
- Maintain and initiate regular and professional communication with all relevant colleagues and managers.

Continuous Improvement:

- Demonstrate an understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Organisation, Centre and National Quality Standards.
- To reflect on centre practices and work with the Director to develop and maintain the centre's quality improvement plan.
- Participate and contribute in Work, Health and Safety activities to ensure a safe work environment for children, families, the team and visitors.

Key behaviours:

Child and Family Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

Personal and Professional Development

Engages in and instigates professional development, conversations and research.

Communication

Communicates clearly and accurately – listens to, understands and respects the views of others.

Team Building

Promotes the achievement of results through cooperation and joint efforts between

team members.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

Key skills:

- The ability to research and critically analyse innovative practices and trends.
- The ability to motivate and inspire excellence.
- The ability to think creatively and drive change.
- The ability to engage and interact with children.
- The ability to communicate effectively with families.
- Develop a clear understanding of the routines and needs of individual children.
- The ability to work as both a leader and a member of a team.
- Excellent written and verbal communication skills.
- To be motivated to learn and improve practices.
- A desire for continuous self-improvement.

Key knowledge areas:

- To understand and be actively involved in the National Quality Improvement processes.
- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Be aware of and practice according to the centre's philosophy and goals.
- Demonstrated understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.

Key experience:

- Experience working in a long day care centre.
- An understanding of the needs of children and families and how to meet them.
- Excellent written and verbal communication skills.
- Demonstrated ability to work with a team.

Reports to: Centre Director