

CLASSIFICATION: Based on Qualifications and Experience

OCCUPANT: Vacant

DATE: January 2023

POSITION CONTEXT & OBJECTIVE(S):

Warrnambool City Council (WCC) provides a broad range of services to support children and families across the South West. The Children's and Family Services Plan provides the strategic framework for guiding services to achieve our vision:

Young children & families in the City of Warrnambool will have access to inclusive, quality education & care opportunities that will enhance their wellbeing & development to ensure they lead happy, healthy, well supported lives which allow them to grow and reach their full potential.

Coordinate all Warrnambool City Council School Readiness Funding (SRF) plans by working with the Preschool Coordinators, EYLD Service Manager and Early Childhood teachers to prepare and submit detailed plans to meet the needs to the children and teachers within the programs within the allocated budget.

To support the delivery of the SRF plan items and provide backfill (where required and directed) at various service locations. To complete all required reports and acquittals associated with the SRF program.

Support and coordinate a network with the educational leaders within Warrnambool City Council Early Years Services as required to support ongoing learning and a community of practice.

Our child safe statement

Children's & Family Services are committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. Our commitment is to all children aged up to 18 years:

- The cultural safety of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, and to the safety of children with a disability.
- Aim to create enriching experiences for children and want them to feel safe, happy and empowered within our services.
- Create environments where all children have a voice, can be heard and listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.
- Having policies, procedures and training in place to support our staff, volunteers and contractors to achieve our commitments to your child and family

KEY RESPONSIBILITIES AND DUTIES:

- Assist services to plan, complete and review SRF plans prior to approval.
- Support and coordinate educator participation in training as identified on their SRF Plan.
- Monitor and evaluate the effectiveness of the training provided by seeking feedback from staff.
- Collect and maintain records/ information to enable completion of financial acquittals for the Department Education and Training as required.
- Develop and maintain training spreadsheet to track attendance and expenditure for each service.
- To ensure staff training records accurately documented and maintained.
- Liaise with the Department Education and Training as required in regard to SRF development, implementation and review process.
- Participate in a range of professional development training opportunities to maintain, improve and broaden individual professional knowledge and skills.
- Organise and book training venues and catering as required.
- Work with the Preschool Coordinator to undertake backfill/relief assignments to enable educators to fully participate in allied health and professional development opportunities listed in SRF plans.
- Work as a member of a cooperative and professional team.
- Attend meetings as directed.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

Kindergarten Team Leader

- Participate in an annual performance review.

KEY SELECTION CRITERIA:

All applicants are required to respond to the following bullet points in their application:

- Qualification in early childhood education and care with relevant experience in an early years setting.
- Hold and maintain a current Working with Children's Check / VIT registration
- A satisfactory criminal records check
- Hold and maintain a current First Aid Qualification.
- Have a sound understanding of early childhood development and education and a demonstrated ability to inform high quality early years educational programs.
- Demonstrated understanding of relevant legislation governing the operation of children's services.
- Demonstrated ability to plan, work and manage time effectively with minimal supervision.
- Excellent interpersonal skills and an ability to communicate effectively with a range of stakeholders.

Desirable:

- Demonstrated administrative experience including proficiency in Microsoft Word, Microsoft Excel and Outlook
- Demonstrated ability to gain cooperation and assistance from a range of stakeholders within the scope of the role.
- Experience preparing written reports Personal Attributes & capabilities
- Ability to work in a cooperative, flexible and professional manner.
- Ability to ensure confidentiality of information

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

YES

ORGANISATIONAL RELATIONSHIPS:

Reports to: Preschool Coordinator

Supervises: N/A

Internal Contacts: Kindergarten staff, Early year's services including Maternal and Child Health, Childcare, Family Day Care, Parenting and Specialist Family Services. Relevant officers across Council directorates such as finance, organisational development, information technology etc.

External Contacts: Members of Regional Early Years Networks, Department of Education and Early Childhood, Primary school networks, Specialist Children's Services, Mpower, Child and Family Services Alliance, Warrnambool West Primary School, Gateways.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to the Preschool Coordinator for the provision of school readiness plans
- Make decisions with the kindergarten team and identify areas for focus for School Readiness Funding.

JUDGEMENT AND DECISION MAKING:

- Responsible for informing the Preschool Coordinator of any service developments, difficulties and opportunities.

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Kindergarten Team Leader

- The position is required to exercise independent judgement and problem solving skills in the daily operations of the services.
- Line management advice and support is available within reasonable timeframes required.
- Participate as part of a team in helping to establish priorities, plan and implement service initiatives.

SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge of the School Readiness Funding process.
- Understanding of, or ability to learn, contemporary educational theories and social trends, relevant to Preschool program delivery.
- Understanding of, or ability to learn, principles of learning, development and care of children aged 3 to 6 years old.
- Knowledge of the needs of vulnerable children, children with disabilities, children from cultural and linguistic diverse backgrounds (CALD) and children from Aboriginal and Torres Strait Islander background.

MANAGEMENT SKILLS:

- Demonstrated leadership skills.
- Demonstrated ability to develop and maintain strong collaborative relationships and partnerships with key stakeholders.
- Demonstrated time management skills, administrative and computer skills.
- Excellent verbal and written communication skills.

INTERPERSONAL SKILLS:

- A positive, collaborative and constructive approach to working with others, especially in relation to change
- Effective listening and communication skills

QUALIFICATIONS AND EXPERIENCE:

- Knowledge or experience in the implementation of early years reforms including the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.
- Current driver's licence.
- Working with Children Check.
- The following qualification and experience are an advantage, but not required:
- Diploma or Degree of Teaching (Early Childhood) or other qualifications as approved by the Australian Early Childhood Association.
- Experience in an early childhood setting.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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