



# EARLY CHILDHOOD ACTIVITY GROUP LEADER (ROVING POSITION)

DOCUMENT TYPE:	Position Description
POSITION:	Early Childhood Activity Group Leader (Roving Position)
POSITION SUPERVISOR:	Kindergarten Coordinator
POSITION DIRECTORATE:	Community Wellbeing
POSITION DEPARTMENT:	Early Years
POSITION TERM:	Permanent
POSITION STATUS:	Part Time
POSITION AWARD CLASSIFICATION:	Early Education Employees Agreement 2020
POSITION DESCRIPTION VERSION NUMBER:	2
POSITION DESCRIPTION DATE ADOPTED:	5/7/2024
POSITION DESCRIPTION REVIEWED BY	Kindergarten Coordinator
INCUMBENT:	Vacant
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
<p><b>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</b></p> <p><b>This document is available in alternative formats (e.g. larger font) if requested.</b></p>	

## 1 POSITION OBJECTIVES

The objectives of this position are to:

- Backfill staff absences across the kindergartens to ensure programs can continue to operate in line with Education and Care Services National Regulations.
- Provide a high quality educational program, based on an approved curriculum framework that promotes each child's learning across five learning outcomes. This will be undertaken in consultation with children and the families of children attending the kindergartens.
- Operate in an ethical, professional manner at all times and ensure that the service meets the requirements of the *Education and Care Services National Law Act 2010*; *Education and Care Services National Regulations*, the Department of Education and Training (DET) *Kindergarten Guide*; and functions in line with approved policies, procedures and the Quality Improvement Plan of the Preschool.

## 2 KEY RESPONSIBILITIES AND DUTIES

### 2.1 General Responsibilities:

The incumbent will:

- be responsible to the Kindergarten Coordinator for teaching and learning across the educational program of the Kindergartens
- operate within the requirements of the service's policies and procedures, as well as funding and regulatory requirements
- be actively involved in the development and implementation of the Quality Improvement Plan of the service and the ongoing self-assessment for continuous improvement
- respect the confidentiality of information relating to parents and children, and comply with the service's privacy policy
- comply with the professional development requirements of the relevant industrial award or agreement or as required by Loddon Shire Council
- keep abreast of current issues relating to the provision of children's services and liaise with relevant early childhood services and other professional services and organisations within the community
- undertake all responsibilities associated with being a nominated supervisor in accordance with the Education and Care Services Act and Regulations
- act in accordance with the authority delegated by Council in dealing with situations of an urgent nature, that require immediate action in order for the service to comply with the Education and Care Services Act and Regulations
- perform duties relevant to the position as directed by the Kindergarten Coordinator from time-to-time.

### 2.2 Children

The incumbent will:

- in collaboration with the educational leader and other educators, children and families, assist to develop an educational program that is appropriate to the individual strengths, abilities, needs and interests of each child. The program will be based on an approved curriculum framework, reflect the service's philosophy and policies, the needs of the community, and be inclusive of all children, their families and the community.
- develop, record and maintain specific objectives for individual children based on the regular written observation across all aspects of each child's development and to share this information with parents when requested by parents or where appropriate to do so.

### 2.3 Parents

The incumbent will:

- actively encourage collaborative partnerships with families as part of the educational program and practice of the service
- provide regular information about the educational program, as well as the learning and development of individual children to families on a regular basis across a variety of means of communication.

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## 2.4 Staff

The incumbent will:

- regularly contribute to staff meetings to facilitate effective communication, professional development and critical reflection of educational program and practice across the service
- participate in an annual performance development review process for themselves.

## 2.5 Committee & Council

The incumbent will:

- work in a cooperative manner with the committee and Council ensuring open communication on all issues pertaining to the educational program and practice
- report to the Committee and Council on urgent and ongoing maintenance that is required and when this maintenance has been carried out
- report to the Committee on equipment and materials needed and purchase supplies as approved.

## 3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will be:

- accountable to, report to and takes direction from the Kindergarten Coordinator
- able to direct the work of the Early Childhood Educator and any other staff directly responsible to the position. The Early Childhood Activity Group Leader is directly accountable to the Kindergarten Coordinator.

## 4 JUDGEMENT AND DECISION MAKING

The incumbent will have:

- the authority, as defined and delegated by Loddon Shire Council, to take such action necessary to ensure the health and safety of children and their families within the service and on approved activities outside the service.

## 5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- a sound knowledge and understanding of contemporary early childhood learning and development theories and learning styles
- a strong understanding of contemporary curriculum approaches, specifically a thorough knowledge of the approved curriculum frameworks
- ability to research and disseminate information to others in a manner that is easily understood
- a sound knowledge of legislation governing the operation of children's services, as well as a solid understanding of the quality areas under the National Quality Standard
- a thorough understanding of the Early Childhood Australia Code of Ethics and be able to support other staff understanding of this Code
- ability to coach and mentor as required other educators in the development of a robust educational program

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- ability to facilitate professional discussions and lead and support critical reflection in all aspects of program delivery across the service in consultation with relevant stakeholders
- ability to plan, work and manage time effectively with minimal supervision.

## 6 MANAGEMENT SKILLS

The incumbent will have:

- ability to set priorities and goals relevant to the running of the preschool
- responsible for overseeing the successful day-to-day operation of the preschool
- well-developed administrative skills, with the ability to ensure that the required documentation is completed timely and accurately
- ability to manage children and early educators in accordance with directions of Council.

## 7 INTERPERSONAL SKILLS

The incumbent will have:

- excellent interpersonal skills and an ability to communicate effectively with the parents, other staff and professionals
- ability to work in a cooperative, flexible and professional manner with other educators, children and families
- ability to challenge and support other educators to improve their approach to teaching children
- ability to identify and utilise people's strengths and build relationships
- Ability to ensure confidentiality of information.

## 8 EXPERIENCE

The incumbent will have experience working in education and care services setting.

## 9 QUALIFICATIONS

The Activity Group Leader must hold suitable qualifications to be recognised as a qualified staff member under the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010.

Qualification	Mandatory or Desirable
Suitable qualification under the <i>Education and Care Services National Law Act 2010, Education and Care Services National Regulations</i>	• Mandatory
Ability to fill the position of Nominated Supervisor if required under the <i>Education and Care Services National Regulations</i>	• Mandatory
Current approved first aid qualification, approved anaphylaxis management training and approved emergency asthma management training, in accordance with the <i>Education and Care Services National Regulations</i> and service policies.	• Mandatory

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Qualification	Mandatory or Desirable
Driver's license	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>

## 10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

## 11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

## 12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	Kindergarten Coordinator
Internal liaisons	Council Staff, Preschool Committee and Children
External liaisons	Parents, Health and Early Childhood Professionals and the General Public

## 13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. demonstrated skills and ability to implement a developmentally appropriate children's program
2. effective communication and interpersonal skills
3. demonstrated knowledge of the Education and Care Services National Regulations, the Education & Care Services National Law Act 2010, and a proven ability to follow service specific policy and procedures
4. willingness to undergo a police record check prior to employment, which demonstrates suitability for employment in a children's service
5. a current Working With Children Check (WWC)
6. a current Driver's license
7. willing to train or currently holds an appropriate First Aid, Anaphylaxis Management and Asthma Management certificates which complies with the requirements of the Education & Care Services National Law Act 2010.

## 14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

## 15 SPECIALISED DUTIES AND RESPONSIBILITIES OF THIS POSITION

This position has been designed to assist in backfilling staff absences within the kindergarten services and will have the following additional requirements:

- Flexibility to work across all five kindergarten services, rotating on a needs basis.
- Kindergartens are located at Boort, Dingee, Inglewood, Pyramid Hill and Wedderburn.

A Council vehicle for travel to and from kindergarten services will be provided and candidate must adhere to Council's fleet/driver policy and OHS policies.

## 16 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

### 16.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

### 16.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation.

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred.

### 16.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems.

### 16.4 Risk Management

An employee, while at work, shall:

- Ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- Adhere to and assist in the continuous improvement of Council's risk management system.

## 16.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles.

## 16.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy and Data Protection Act 2014 and the Health Records Act. All employees are required to:

- adhere to the Information Privacy and Data Protection Act 2014 and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

## 16.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

## 16.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.

## 16.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures. Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

## 16.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.



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Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

## 17 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature: ..... Date: .....

Manager's signature: .....

Manager's title: ..... Date: .....