

Position Description

Position Title:	Activity Group Leader – 3 Year Old Program
Reporting to:	Early Childhood Education Teacher/Educational Leader
Location:	City of Greater Geelong VIC
Date:	October 2017

Bethany Kindergarten Services

Bethany Community Support is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

Bethany Kindergarten Services (formally known as GKA) a subsidiary company of Bethany Community Support, controlled and supported by the Bethany Community Support with its own Board made up of Bethany Board members and two elected Parent Advisory Group (PAG) representatives.

Bethany Kindergarten Services (BKS) is a provider of Early Years Management (EYM) and aims to achieve improved outcomes for all young children through the provision of high quality and accessible kindergarten programs. BKS is responsible for the operational and strategic management of 21 kindergartens and is the employer of approximately 140 staff. BKS requires all employees to adhere to the organisation's Vision, Mission and Values. This includes all organisations policies, procedures and work instructions.

Statement of Commitment to Child Safety

BKS is committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Focus

The Activity Group Leader reports directly to the Early Childhood Education Teacher/Educational Leader and is responsible for the development and implementation of innovative, quality driven and developmentally appropriate inclusive programs. The role will provide leadership whilst working as a member team and to respond to emerging trends and issues within the early childhood education setting. The focus of the role is to support the Early Childhood Education Teacher/Educational Leader by implementing and supporting high quality early childhood education programs.

Objective

The Activity Group Leader will develop, implement, evaluate and document compliant, safe and developmentally appropriate programs for each child. The position will ensure kindergarten operations comply with relevant legislation, regulations and policy and procedure including direct supervision of children and healthy internal and external kindergarten environment. The position will provide supervision and direction of

other kindergarten team members, including employees, parent helpers, students on placement and volunteers. The position will provide leadership in pedagogical development, directly contribute to a positive professional organisational culture by valuing collaboration, continual improvement and safety.

Key Responsibilities/Accountabilities:

- Plan, implement and review, in consultation with parents and other educators, consistent high quality inclusive and culturally sensitive early childhood education kindergarten programs and activities appropriate to the developmental needs and interests of children
- Ensure compliance with the Education and Care Services National Regulations 2011, the Education and Care Services National Law Act 2010, the Early Years Learning Framework, the National Quality Standards, state and commonwealth legislation and the organisations policies and procedures
- Support parents and be available to discuss the child/children's participation within the program
- Ensure that new families are appropriately orientated to the group
- Ensure parents are encourage to be active in the operation of the program
- Actively encourage, as appropriate, parent participation in the program
- Facilitate effective communication with other program staff members to ensure they carry out their responsibilities within the program
- Document, display and update the program and ensure these records are accessible to families
- Ensure the documentation of children's learning is assessed and used effectively in the setting of goals
- Document, display and update children's individual progress records and ensure these records are accessible to families
- Ensure correct OHS procedures are followed when delivering the program and report any matters of risk
- Where required, act as Responsible Person in accordance with the requirements of the *Education and Care Services National Regulations 2011*
- Ensure buildings and grounds comply with DET, BKS and OH&S requirements and report any areas of risk
- Provide a healthy, safe, risk free and welcoming environment and ensure that children are supervised at all times
- Undertake evacuation, emergency management and lockdown drills
- Be responsible for the day-to-day supervision of relevant staff performing duties in the program for which the Activity Group Leader is directly responsible
- Provide induction for new employees (and users) to the Service
- Be responsible for day to day supervision students on placement, parent helpers and volunteers
- Encourage enrolments and provide written information and referral as appropriate, in accordance with the enrolment policy and procedures, as specified by the organisation
- Assess the development needs of children, including the need for referral to specialist services
- Liaise with relevant early childhood support services and other professional services and organisations within the community as required
- Develop and maintain respectful relationships with children, families and carers, parent advisory groups, community groups, support agencies, colleagues and BKS Central Support Team
- Participate in quality assurance and compliance programs including review of BKS policy and procedure
- Participate in the development and implementation of the Quality Improvement Plan of the service
- Operate within the limits of the service budget allocation
- Respect the confidentiality of information relating to parents and children and comply with the organisations privacy policy
- As directed, undertake daily, weekly, monthly and annual audits and checklists associated with the delivery of an early childhood education program
- Participate, promote and demonstrate effective and positive communication with other staff within the service and with BKS Central Support Team
- Provide general and specific advice and information to BKS, families and carers on child development matters, preschool programs, and relevant support services

- Implement procedures and follow policies as appropriate
- Maintain security and confidentiality of records
- Actively participate in employee performance review process
- Actively participate in meetings including work groups and project groups
- Be responsible for sharing the housekeeping tasks of preparation, hygiene, safety and packing away with other employees related to the program
- Undertake administrative tasks and reporting associated with the delivery of an early childhood education program
- Identify, respond and where appropriate, report suspected child abuse
- Be aware of, and ensure that OH&S policy, procedures and guidelines are fully complied with;
- Participate in developing a culture of safety awareness
- Advise management on potential risks and mitigations strategies
- Ensure records are maintained to meet business, regulatory and legal requirements
- Perform other duties and responsibilities as requested and reasonably within the capabilities of the position.

Selection Criteria

- Diploma of Early Childhood Education or Equivalent (or equivalent as approved by ACECQA and suitable pursuant to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.)
- Certificate in Asthma Awareness/ Management
- Certificate in Anaphylaxis Awareness/ Management (including current annual Auto Injection Refresher certificate)
- Current Working With Children Check
- Demonstrated experience within an early childhood education setting
- Demonstrated knowledge of child protection procedures
- Demonstrated knowledge of the National Education and Care Services Act and Regulations 2011
- Demonstrated knowledge of Early Years Learning Framework and National Quality Standards
- Demonstrated high level of written and oral communication skills
- Demonstrated high level interpersonal skills in particular, negotiation and influencing skills and ability to develop sound relationships with stakeholders
- Demonstrated ability to supervise, coach and mentor staff
- Demonstrated ability to plan, prioritise tasks and meet required timeframes
- Demonstrated experience in quality assurance processes
- Demonstrated ability to work independently and co-operatively in a team environment
- Demonstrated high level information technology skills.

Conditions

Salary will be as per Salary Assessment and in accordance with VECTEA 2016.

A current Victorian Driver's license may be required to travel to other locations of BKS.

Attendance out-of-hours for meetings to support the Service and the Community may be a requirement of this position.

Positions with BKS are subject to a probationary period.

Acceptance and Acknowledgement

I _____, understand and accept the duties and responsibilities of this role and agree to abide by BKS policy, procedure and Commonwealth and State obligations.

Name: _____

Signature: _____ / /