



## **Position Description – 2IC/Educational Leader**

### **POSITION DETAILS**

**Position Title:** 2IC/Educational Leader

**Location:** Banyo Early Learning Centre

**Employment Type:** Full Time

### **POSITION SUMMARY**

The 2IC/Educational Leader is responsible for:

Providing high quality care to meet the physical, social, emotional, and intellectual needs of individuals and groups of children in line with the Children's Services Act 1996, Children's Services regulations 2011, The National Quality framework (NQF), Queensland Kindergarten Learning Guideline (QKLG) and the Centre's philosophy.

Mentor and leader a team of Educators to undertake planning, implementing, and evaluating developmentally appropriate programs for individuals and groups of children in conjunction with other staff. Building and maintaining close relationships with parents/guardians of the children in the Centre, through constant communication, to meet the needs of individual families.

### **REPORTING LINE**

**Reports to:** Director

### **ORGANISATIONAL ACCOUNTABILITIES**

Banyo Early Learning Centre (BELC) is committed to the health, safety and wellbeing of its staff. BELC and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. BELC also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Teachers are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

## **KEY ACCOUNTABILITIES**

### **1. GENERAL RESPONSIBILITIES**

- Provide high quality care for children 0-5 year's children in accordance with the Children's Services Act 1996, Children's Services regulations 2011, The National Quality framework (NQF), Queensland kindergarten learning guideline (QKLG) the Centre's policies, procedures and philosophy as well as their personal philosophy.
- Provide leadership within rooms to design and deliver high quality programs.
- Mentor and lead a team of Educators to document individual children's records and learning to ensure all children's interests and developmental needs are met. In conjunction with other educators ensure all records are kept up to date and available in the centre for families, educational leader, Co - Ordinator and others (including agencies).
- Mentor the Early Childhood teacher with transition statements for each child within the requirements of Queensland Curriculum and Assessment Authority.
- Share in the general cleaning and maintenance of the centre, ensuring that the environment is safe, clean and hygienic as well as aesthetically pleasing.
- A commitment to valuing Aboriginal and Torres Strait Islander cultures within the centre.
- Ensure that confidentiality and privacy for staff, parents, and children's personal information is respected.
- Ensure that all information provided to you via parent and staff conversations and phone calls are passed on to the appropriate persons in a confidential and respectful manner.
- Work according to the Code of Ethics of the Early Childhood Australia.
- Comply with the policies and procedures of Banyo Early Learning Centre.
- Ensure compliance with Child Protection Legislation and Policies.
- Advocate for children and families.
- Have a working knowledge of current research and the implications to education and care.
- Have an actively anti bias approach which is reflected in interactions with children, families and staff.
- Keep up to date with current developments in the Early Childhood field.
- Have the ability to use basic information technology.
- Supervise educators in your classroom and others, (students etc.) as requested by the Director.
- Any other duties as specified by the director.

### **2. CHILDREN**

- Create a safe, supportive, stimulating and educational environment for the children.
- Protect children and their rights.
- Support children's agency and assist them to make choices and decisions as appropriate.
- Form relationships with children which are comforting and nurturing.
- Ensure that the children are safe and adequately supervised at all times.
- To be aware of children's additional needs/requirements – diet/allergies etc.
- Assist with the implementation of daily routines.
- Ensure a high standard of hygiene in compliance with procedures and policies.
- Administer first aid or medication in compliance with procedures and policies.

### **3. STAFF**

- Respect and support colleagues, developing positive channels of communication to ensure a smooth-running centre.
- Contribute toward a healthy team environment.
- Attend and contribute to centre functions, staff meetings, and staff development program.
- Collaborate with staff to ensure that the program is continually improving.
- Assume an equal share of housekeeping duties.
- Ensure that equipment is respected and maintained to an optimal level of safety.

#### **4. FAMILIES**

- Welcome each child and their family to the service each day and ensure communication is meaningful.
- Develop and maintain positive relationships with families.
- Share information with the family relating to their child and the daily activities of the centre.
- Create a safe, supportive and informative environment for families.
- Act as a resource person for families.
- Attend parent meetings as required.
- Encourage families to participate in centre decision making and experiences.

#### **5. CHILD PROTECTION**

- Ensure compliance as a mandatory reporter, which requires reporting to Child First/nominated supervisor where there are reasonable grounds to suspect that a child is at risk of harm either at the service or external from the service.

#### **6. OUR COMMUNITY**

- Distribute information to assist families to access resources within our community.
- Be an advocate for high quality services for children in our community.
- Participate in excursions and experiences with children which promote awareness of our community.

#### **Key Selection Criteria**

1. A sound understanding and knowledge of early childhood developmental principles including the early years learning framework (or approved framework) – pedagogy. In QLD Teachers must use the Kindergarten Guidelines when planning and guiding children's learning.
2. Experience in developing and undertaking programme planning.
3. Innovative and reflective in their approach to Educational Programs
4. Relevant experience in a long day care setting.
5. A thorough knowledge of children's development and ability to observe, plan, implement and evaluate developmentally appropriate children's programs.
6. Well-developed interpersonal skills.
7. Demonstrated ability to co-operatively contribute to and support a team environment and to work flexibly, both within rooms and according to the needs of the Centre.
8. Demonstrated ability to work co-operatively and respect families from diverse cultural, socio-economic and religious backgrounds.
9. Administrative and computer skills, including effective time and workload management is essential.
10. Good Leadership skills and a high level of self-motivation.
11. Willingness to participate in in-service programs, staff development programs and staff meetings.
12. High level literacy skills.

**Qualifications**

- A bachelor's degree in early childhood or equivalent (recognised by ACECQA) or working towards.
- A current Senior First Aid Certificate, including CPR.
- Current Blue Card
- Child Protection Training
- Food Safety Training
- Fire Safety Training