

Position Description

Position Title: Assistant Coordinator/Educational Leader

Reporting to: Centre Coordinator, Owner and General Manager of Operations and Employment

Qualifications:

- Degree in Early Childhood from a recognised University or Diploma Early Education and Care/Children's Services, or higher.
- Three Years' Experience.
- Current First Aid Certificate (renew at least every three years). Current CPR Certificate.
- Current Child Protection Training (renew every 12-24 months).
- Current Food Safety Training (renew at least every three years).
- Current Working with Children Check (renew every three years).

Responsibilities and Duties.

Key Duties:

- Provide pedagogical leadership to ensure quality care and educational programs for children, direction, support and continuous learning for staff.
- Ensure all practices are performed within the best interests for the sound financial status of the business.
- Act in the best interest of the service at all times.
- Ensure you meet all requirements as a Responsible Person and/or Nominated Supervisor. Take responsibility for the service and its employees, as required.
- Provide a high quality and inclusive service, for families, children and the community.
- Ensure the philosophy, policies and procedures of Keiki Early Learning are upheld, implemented and reviewed regularly to meet relevant requirements.
- Ensure practice complies with National Quality Standards and teaching frameworks.
- Maintain compliance with the National regulations and laws as prescribed by the Education and Care Regulatory Unit, along with child protection legislation, various awards educators are employed under, privacy legislation and discrimination legislation.

In relation to children-

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status and ensure all Educators and staff are implementing these practices.
- Act as a positive role model, demonstrating appropriate behaviour and language, and ensure all Educators and staff are implementing these practices.
- Ensure Educators are encouraging and supporting children in all aspects of their development.
- Be aware of each child and their health, medical and cultural requirements and needs, in particular medical conditions and allergies.
- In relation to a child's medication requirements, ensure that you have reported to the Centre Coordinator and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Lead the educators within the service in the collection, recording and evaluation of children's records and observations, as required by Department of Communities and National Quality Standard.
- Collect, record and evaluate children's records and observations, as required by the Department of Education and Communities and the National Quality Standards, and assist Educators as necessary.
- Supervise and ensure effective supervision for the children.

- Supervise and ensure that children only leave the premises with an authorised person.
- Supervise and ensure that Educators are implementing reasonable behaviour management practices.
- Supervise and ensure that all children are being provided with adequate sleep/rest opportunities.
- Ensure that children are being provided with adequate quantities of nutritious meals and drinks.
- Ensure all Educators are aware of each child and their medical needs.
- Ensure all Educators are aware of their responsibilities in administering medication to children.
- Ensure all relevant medical record keeping is maintained and updated as per regulations.
- When required, ensure all Educators maintain current training in First Aid, Child Protection and Food Safety.
- Encourage and support Educators to be passionate and strive to achieve personal and service goals and ensure our Service Philosophy is reflected in daily practice.
- Communicate with the children in an open manner and that the child's perspective is regarded as unique and special and ensure all Educators and staff members are implementing these practices.
- Have a deep understanding of the Early Years Learning Framework and Framework for School Age Children and ensure Educators are utilising the framework to inspire independent learners.
- Ensure the assessment and planning cycle is applied to each child and the program as a whole.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Ensure all staff are aware of and comply with their obligations in relation to Child Protection Laws.
- Have knowledge of and utilise data collected from AEDC to support the needs of children in your community.

In relation to families-

- Be courteous and helpful to the families in the service and ensure all Educators and staff are implementing these practices.
- Guide and develop families' understanding about play-based learning, and the significance of the early years in the education continuum for children.
- Actively request family feedback.
- Look for opportunities within the service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Centre Coordinator.
- Be familiar with all families; greet all families on a friendly and personal basis. This will ensure mutual trust and open communication.
- Attend family events held at the service.
- Share information with family relating to their child and the daily activities of the service.
- Attend parent and family meetings as requested by the Centre Coordinator or parents.
- Encourage and support Educators to provide parents and families with opportunities to participate in service decision-making and experiences.
- Ensure that all information regarding children enrolled at Keiki Early Learning and their families is confidential.
- Act as a resource person for families, sharing information about the educational program, family and parenting resources with them.

In relation to colleagues

- Mentor and support educators' understanding of educational program and practice, e.g. building relationships and interactions with children to assist their learning through play-based programs; developing documentation that is meaningful, relevant and promotes reflection on educators' pedagogy and practice.
- Mentoring and supporting educators to access learning.

- Mentor and support all staff in meeting the needs, supervision, health and safety of all children.
- Guide all colleagues to promote the highest standard of care for the children in accordance with the National Quality Standard.
- Draw on educators' strengths to develop professional skills and confidence.
- Support and guide each educator to understand and implement reflective practice.
- Lead critical reflection discussions to examine policies, procedures, programs and practice.
- In collaboration with the Centre Coordinator, create individual plans for educators; setting goals and identifying strengths and areas for growth.
- Develop a deep understanding of each educator's knowledge base and create opportunities for growth.
- Support and guide Room Leaders and room staff to ensure that each room is aesthetically supporting family involvement and representing each child and their needs and interests.
- Be considerate of co-workers when having breaks by ensuring they are of the appropriate length.
- Provide opportunities for staff reflection activities.
- Ensure staff are taking breaks of appropriate length.
- Assist in the development and maintenance of the roster.
- Participate in professional development activities and provide opportunities for the development of staff.
- Be familiar with the Grievance Policy (included in Policy File) and aim to discuss any concerns or incidents to the Centre Coordinator for further support.
- Ensure all staff are familiar with the Grievance Policy and are aware of their obligations to discuss any concerns or incidents with you.
- Ensure all staff members are practicing safe and hygienic food handling techniques.
- Ensure all staff members are practicing safe work practices.
- Ensure all staff members are complying with appropriate nappy changing and/or toileting procedures, medication and administration requirements, and accident/illness/injury requirements.
- Establish and maintain community links, when required.
- Supervise and Support staff to work as a team, sharing room responsibilities, including cleaning duties.
- Provide educators with access to resources and support to maintain their mental health and wellbeing.
- Attend and collaborate with the Centre Coordinator in the delivery of team and group meetings that meet the needs of Keiki Early Learning.

In relation to the Educational Program

- Regularly evaluate the implementation of the educational program in each room and the service as a whole.
- Mentor and support educators' understanding of educational program and practice, e.g. building relationships and interactions with children to assist their learning through play-based programs; developing documentation that is meaningful, relevant and promotes reflection on educators' pedagogy and practice.
- Ensure all educator's have knowledge of and implement the Early Years Learning Framework/Framework for School Age Children in the program and documentation.
- Ensure the developmental records of all children within the service are kept u to date, securely stored and archived as per policy.
- Have a comprehensive knowledge of theory relating to childhood education and care (for example, child development, attachment, learning), professional standards and approved learning frameworks.
- Have a contemporary understanding of evidence based best practice approaches to teaching and learning.
- Have a knowledge of leadership theory and use a range of leadership styles to implement the educational program and best practice.

- Support the Educators to organise any resource materials, interest areas and general preparation for each room.
- Ensure that the program is regularly evaluated, monitored and rotated so as to provide an interesting and challenging environment that meets each child's needs and interests.
- Maintain a commitment to learning and participating in professional development opportunities.

In relation to the service

- Act as Centre Coordinator when the Centre Coordinator is absent from the service for any reason.
- Ensure you and all staff uphold a professional image for the service.
- Maintain a deep and current understanding of the National Quality Standards, the Early Years Learning Framework and/or Framework for School Age Children.
- Liaise with community organisations for networking opportunities.
- Maintain awareness of current issues in children's services and provide educators with the resources to maintain their awareness of current issues.
- Demonstrate an ability to work in partnerships with families and mentor educators to work with families.
- Demonstrate a professional level of written and verbal communication skills.
- Maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Maintain and demonstrate an extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- Follow and assist educators to follow housekeeping practices, which ensures that equipment is maintained at an optimal level.
- Provide ongoing support and assistance as required to the Centre Coordinator in areas of administration, program development, parent and community networking, staff professional development and training, and other areas as requested.
- Assist the Centre Coordinator in maintaining the Quality Improvement Planning routine.
- Ensure the physical environment complies with the Education and Care Services National Regulations.
- Inform the Centre Coordinator of any issue arising that may compromise the children's health, safety, or wellbeing, or the efficient operation of the Service.
- Oversee programming promoting commitment to continual improvement to the quality of care provided within each room.
- Ensure the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Assist in providing an environment that is safe, interesting and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.).
- And any other duties, as specified by the Centre Coordinator, General Manager of Operations and Employment and the Owner.

In relation to Compliance and Best Practice (as directed by the Centre Coordinator)

When required and as directed by the Centre Coordinator conduct audits for-

- Children's enrolment records and Immunisation status
- Children's developmental needs being met
- Referral of children requiring assistance
- Safety and Cleaning checklists
- Nappy changing/toilet checklists
- Feeding / Nutrition checklists
- Children's medical or health care requirements
- All registers being maintained
- All parent communications being noted

- QIP updates (team meetings)
- Review of Policies & Procedures

In Relation to Administrative Duties (as directed by the Centre Coordinator)

- Verify accurate utilisation records.
- Sight and verify accurate enrolment process.
- Promptly attend to general enquiry emails and phone messages.
- Ensure families undertake the orientation process.
- Maintain accurate financial records.
- Complete wage summary correctly each fortnight.
- Complete required administrative reports.
- Order stock and resources as required.
- Supervise and verify internal costs/expenditure.
- Maintain family accounts and fee records.
- Complete and manage Child Care Subsidy documentation.
- Complete and submit required QIP documentation.
- Provide content forms for newsletters.
- Provide and ensure distribution of fact and information sheets.
- Organise relevant WHS inspections/services, including but not limited to Fire Safety equipment and pest inspection.
- Perform duties related to marketing the service as negotiated with the Owner.
- Any other duties, within the scope of the position, as specified by the Owner.

Key Performance Indicators

(expected work standard)

- Ensure all practices are performed within the best interests for the sound financial status of the business.
- Thorough knowledge, understanding and compliance of service Philosophy, Policies and Procedures ensuring they guide your daily practice.
- Thorough knowledge, understanding and compliance of Early Education and Care National Law and Regulations.
- Thorough knowledge, understanding and compliance of the National Quality Standards and National Quality Frameworks.
- Thorough knowledge, understanding and compliance of your obligations under Child Protection Legislation.
- Maintain current and thorough knowledge of theory relating to childhood education and care.
- Maintain current and thorough knowledge and understanding of evidence-based best practice approaches to teaching and learning.
- Maintain current and thorough knowledge of leadership theories and use a range of leadership styles.
- Maintain and comply with Early Education and Care National Laws and Regulations, professional standards and approved learning frameworks.
- Display critical thinking skills, including the ability to analyse and challenge conventional practice and ideas.
- Display a sense of purpose and direction and the ability to influence co-workers.
- Display a willingness to mentor and support educators from diverse backgrounds and with varying levels of knowledge and experience.
- Display a commitment to learning and participation in professional learning opportunities.
- Respond to children in a caring and supportive manner at all times.

- Respond to families in a welcoming and friendly manner at all times.
- Demonstrate and role model appropriate behaviour by working well within your team and treating all colleagues with respect.
- Demonstrate a deep and thorough understanding of child development.
- Display a commitment to learning and be proactive in accessing professional learning opportunities.

For more information about the Children's Services Award (2010) [CLICK HERE](#). Each service has a copy of the Award available for all employees.