



Position Title:	Early Years Leader (Diploma)
Employment term:	Permanent Full Time or Part Time
Business Unit:	Children's Programs
Reports to:	Manager Children's Programs
Direct Reports:	Early Years Leadership Support; Early Childhood Educators
Internal Stakeholders:	Children's Program Assistant Manager, Reception/Administrators, Kitchen Supervisor, Kitchen Assistant, Maintenance Officer
External Stakeholders:	Department of Education & Early Childhood Development; FKA Children's Services; Noah's Ark; Local Governments; Local Community Organisations; Family/Children Support Agencies

Organisation Summary

Gowrie Victoria is part of a national consortium of State-based Lady Gowrie Child Centers, first established in 1939 by the Commonwealth Government to demonstrate exemplary benchmarks of quality in early childhood practice.

Today Gowrie Victoria is a well-regarded organisation that exists for those who teach and care for children, Gowrie Victoria champions good early childhood education and care. Because when children learn, we all grow.

We champion good early childhood education and care by ensuring that our programs and services are built on:

- Confidence & Expectation - we believe both children and adults are capable and need to be given the chance to discover and succeed.
- Resilience & Play - we are constantly exploring new ways of thinking and doing; when faced with difficult challenges, we bounce.
- Awareness & Action - we notice and respond to individual needs; we learn from each other and demonstrate our knowledge by translating what we know, into what we do.

Structure:

Gowrie Victoria is a Not-For-Profit (NFP) Incorporated Association and is approved by the Australian Taxation Office (ATO) as an income tax exempt charitable entity and a deductible gift recipient. It employs staff and generates annual revenue of \$12M.

Services:

- Children's Programs: Two demonstration education and care services with programs catering to children (birth to 5) and families.
- Registered Training Organisation: Accredited Early Learning training from Certificate 3 to Advanced Diploma level.
- Professional Learning - Gowrie Victoria provides a range of Professional Learning across Victoria including training, networks, phone and electronic support, resource development, online learning, coaching and customised support. As well as fee for service opportunities, Gowrie Victoria is funded to provide subsidised professional development and support by both the Commonwealth Government, Department of Education and State Government, Department of Education and Early Childhood Development.

Contract Purpose and Deliverables

Lead and mentor Early Years Leadership Support and Educators to provide quality early childhood education and care in line with the Victorian Early Years Learning and Development and National Quality Frameworks, to drive pedagogical practices that are aligned to the organisation's purpose, values, policies and procedures.

The capacity to develop and maintain professional and supportive relationships with Children's Programs Managers, Early Childhood Educators, Kitchen Supervisor, Kitchen Assistant and Reception/Administration, children and families is critical to this role.

A strong working knowledge of the Victorian Early Years Learning and Development and National Quality Frameworks and the organisation's purpose, values, policies and procedures underpin the requirements of this role.

Position Accountabilities

Leadership and Mentoring:

- Mentor employees to ensure their role application is aligned to the organisation's purpose, values, policies, procedures and organisational objectives and outcomes
- Report and support employee performance issues in alliance with organisational policies and procedures
- Support management by mentoring and leading the team through performance management processes
- Support management with being an active participant in the service quality improvement processes
- Support and implement professional development across all team functions and ensure all regulatory and legislative requirements are met
- Meet induction requirements when on-boarding new employees

Program and Education Services:

- Lead the development, documentation and implementation of the education program that reflects sound knowledge and understanding of the approved learning frameworks that is stimulating, engaging and enhances children's learning and development.
- Provide opportunities to engage and demonstrate written documentation to support team and individual reflective practice
- Ensure educators build and maintain strong relationships with children that are respectful and responsive to individual needs
- Engage in and mentor educators to build and maintain relationships with families that are collaborative, supportive and engaging

- Ensure educators support children to be active participants in their own learning through a holistic and integrated approach
- Deliver a program that reflects the natural environment and promotes sustainability

Compliance:

- Adherence to the National Quality Framework by ensuring compliance in line with the Education and Care Services National Regulations 2012 and the Education and Care Services National Law Act 2010
- Be an approved certified supervisor and undertake all responsibilities associated with this role as outlined in the Education and Care Services National Regulations 2012
- Understanding and adherence of the organisational context including policies, procedures, and practices
- Ensure children's health and safety is maintained at all times
- Ensure that the physical environment is safe and suitable and promotes children's learning
- Understand and have the ability to manage rostering arrangements

Professional Development:

- Commitment to undergo regular Professional Development
- Contribute to effective leadership that promotes continuous improvement of the service

Reporting and System Management:

- Ensure the Children's Program Manager is supported by accurate reporting practices and submissions
- Develop reports/ newsletter submissions as requested
- Be an active participant in meetings as requested by the manager
- Ensure that all reports and plans are developed in the required timeline and/or cycle, liaise with management in a proactive clear manner if extensions to deadlines are required
- Act in accordance with annual budgets and meet purchasing and budgetary requirements and report on activity

Communication:

- Communicate to team changes and new or changed policies, practices and procedures
- Keep abreast of organisational emails
- Promote the use of organisational communication resources
- Be encouraging of change as part of continuous improvement
- Interact with organisational survey, focus groups, research and communication initiatives

Work Health and Safety:

- Abide by all WHS organisation policies and related activities
- Report all incidents in line with Gowrie Victoria reporting requirements
- Support and participate in organisational WHS campaigns
- Carry out work in a safe manner at all times

Other duties as directed and required.

Organisational Expectations

All Gowrie Victoria employees are expected to:

- Adhere to and apply the Gowrie Victoria Code of Conduct, Values and Centre Philosophy
- Adhere to the principles of Workplace Diversity, EEO, Occupational Health and Safety and participative work practices
- Adhere to regulatory and legislative governing practices
- Adhere to organisation policies, procedures and practices
- Maintain privacy and confidentiality
- Maintain a current Working with Children Check

Qualifications and Experience

Educational

- Minimum of Diploma of Children's Services
- At least four years' experience within Early Childhood Education sector
- At least two years' experience within a leadership role
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Professional Competencies

- Comprehensive knowledge of the National Quality Framework by ensuring compliance in line with the Education and Care Services National Regulations 2012, Education and Care Services National Law Act 2010 and National Quality Standard
- Comprehensive knowledge and application of the Early Years Learning Framework (EYLF) Belonging, Being and Becoming and Victorian Early Years Learning and Development Framework (VEYLDF) through an emergent play based curriculum.
- Demonstrated ability to deliver programs that are respectful of diversity, additional needs and that are inclusive
- Proven ability to be a reflective practitioner of performance and practice

Behavioural Competencies

- Commitment to undertaking ongoing professional development
- Have sound written and oral communication skills
- Ability to prioritise work tasks and be self-motivated
- Able to make decisions with clear judgement and informed knowledge
- Able to self-lead and work effectively within a diverse team

Technical Competencies

Must be able to adapt to new software systems and able to assist employees resolve basic ICT issues.

<i>Software/Hardware Knowledge</i>	<i>Level of Competency</i>
Microsoft Office Package	Intermediate
Internet	Intermediate
User End Internet	Intermediate
Create, Format and Save documentation/photos/files	Intermediate
Share Drive filing and saving	Intermediate
Online Timesheets	Desirable

Employee Acceptance:

I, _____, accept and agree to the items contained within this Position Description in which reflects my employment and employment contract.

Employee Name

Employee Signature

Date: / /

Manager Name

Manager Signature

Date: / /