

Position Description – Kindergarten Manager

Dept/Location	Award/Agreement & Classification	Report to	Direct Reports
Early Learning, Kindergartens on School Sites (KOSS)	Gowrie Victoria ECT EBA	Early Learning Operations Manager	ECTs, Educators

Scope

Reporting to the Early Learning Operations Manager, the Kindergarten Manager plays an important role in establishing and maintaining quality programs and relationships by working collaboratively with educators, families, the primary school, and the local community to ensure the best outcomes for children. The Kindergarten Manager is a broad leadership role including leading programs and working in the classroom as an Early Childhood Teacher, providing educational leadership to educators and teachers and being the nominated supervisor for the service.

The role is responsible for ensuring the operational activities of the service are conducted in an effective and efficient manner. This includes ensuring the service meets all its compliance obligations and implements continuous improvement across the program.

The Kindergarten Manager will work closely with existing Gowrie services and build connections for the benefit of their broader community.

Responsibilities

Gowrie Victoria is a flexible learning organisation. As such, the following is a list of indicative responsibilities for this role:

Nominated Supervisor

- Working closely with the Operations and Pedagogy Teams, assume all responsibilities of the Nominated Supervisor and be accountable for the overall operations of the service to ensure compliance with the Child Safe Standards and the National Quality Framework and deliver a viable, compliant and efficient service.

Leadership

- Lead, support and collaborate with a team of early childhood teachers (ECTs) and educators to provide a high-quality educational program in line with Gowrie Victoria's purpose, philosophy and values consistent with approved early learning frameworks.
- Demonstrate good decision making; and role model behaviours in keeping with Gowrie's purpose, philosophy, values, policies and procedures.
- Demonstrate a commitment to child safety by providing a safe and nurturing environment for all children in our care.
- Demonstrate sound delegation and hold others to account.
- Coach individuals to build their capabilities, team collaboration and conflict management.

- Support the service's quality improvement process and pursuit of an exceeding rating under the National Quality Framework (NQF).
- Demonstrate, encourage, share, and embed professional learning across the team.
- Recognise and value the uniqueness of each individual in our diverse learning community
- Hold regular, meaningful and reflective 1:1 discussions with team members in supporting their practice and professional development.
- Take ownership for the onboarding and induction of new teachers and educators.
- Develop strong and positive relationships with families and work in collaboration with families to provide support, guidance and/or advise to parents, including recommendations of supports available to them.
- Engage with and build strong connections with the local community and key stakeholders
- Manage and facilitate the Family and Friend Group meetings and activities on a quarterly basis
- Conduct tours of the service for prospective families.

Compliance

- Ensure compliance with Gowrie's early learning policies, procedures and practices aligned to the National Quality Framework, including the Victorian Early Years Learning and Development Framework.
- Ensure compliance with Gowrie's employee policies, procedures and practices.
- Adopt a 'safety first' culture and recognise that all employees have a moral and legal responsibility to provide a safe and healthy work environment for themselves, their colleagues, volunteers, contractors, students, children, families and visitors.
- Assume accountability for program safety and compliance, in alignment with Victorian Child Safe Standards.
- Support the development and implementation of the business continuity plan.
- Oversee rostering, leave planning and timesheet approval to ensure that the Early Learning program is compliant with regulations and managed in keeping with the service operating model and principles.
- In collaboration with the People and Culture team, support the recruitment of Educators and teachers to ensure we have high quality team members whose values align with Gowrie Victoria
- Manage student placements for the service
- Complete the end-of-month reporting requirements

Operational Management

- Supported by the Operations Team, take accountability for the overall operations of the service including financials (kindergarten funding, eligibility and compliance), alignment with Gowrie's strategic intent, and general administration.
- In collaboration with the EL Operations Manager, support the development and management the operational budget in line with agreed assumptions and budget allocations.
- Responsible for the implementation, development and ongoing review of the QIP ensuring goals for areas of improvement are achieved and that quality is embedded into all practices.
- Initiate and/or lead projects focussed on learning and service improvement, ensuring appropriate planning, implementation and evaluation of projects
- Support EL Operations Manager to plan, implement and evaluate projects conducted with external partners.

Early Childhood Teacher

- Develop, implement and lead excellent kindergarten programs in keeping with the needs of children, the community context, Gowrie's pedagogy framework, educational philosophy, purpose and values.
- Mentor and lead classroom teams to deliver excellent kindergarten programs
- Ensure appropriate documentation is maintained
- Build and maintain positive and engaging relationships with educators, children and families

Educational Leadership

- Provide direction, guidance and pedagogical advice to ECTs and educators with regards to program, practice, and legislative requirements.

- Promote an understanding of approved learning frameworks.
- Seek out professional development opportunities in collaboration with the pedagogical leadership team.
- Assist ECTs and educators to translate contemporary research and organisational priorities into practice.
- Lead reflective practice with a view to continuous improvement across all aspects of the early learning program.
- Engage with the Pedagogy team and wider community of Educational Leaders in Gowrie to ensure continuous improvement and consistent practices in keeping with our Educational Philosophy and guiding documents

Relationships

Key Internal Relationships

- Children and families
- Educators & Teachers
- Head of Curriculum and Practice
- Executive Manager, Early Learning
- Early Learning Leadership Team
- Operations
- People and Culture
- Customer Service and Enrolments Officer

Key External Relationships

- Early intervention agencies
- Family/Child support agencies
- Local government, community and First Nations organisations
- Department of Education and Training (DE)
- Oberon Primary School
- Early Years Sector networks
- Universities and research institutions

Required Competencies and Attributes

Knowledge, Skills & Experience

- A strong working knowledge of the NQF, including approved early learning frameworks.
- Significant experience in ECEC in implementing programs that are inclusive and respond to the interests, strengths and needs of individual children.
- Demonstrable management and leadership experience in an ECEC setting with the ability to develop and coach teams and individuals.
- Proven ability to communicate effectively and develop strong partnerships with families, children, educators, and other stakeholders.
- An ability to work effectively in a team and engage in coaching and regular critical reflection.
- A working understanding of the kindergarten funding system and other relevant funding streams.
- The ability to produce written documents and reports for internal and external stakeholders in a professional manner.
- Knowledge of theories and practices and the ability to share this information with educators in ways that translate into practice.

Qualification, Certification and Training

- Early childhood degree or Master's qualification.

- More than 5 years teaching experience and Level 3 teaching classification, or working towards their capability assessment
- Full VIT registration
- First aid, CPR and other mandatory qualifications.
- Training related to child protection legislation

Values Alignment

Gowrie Victoria's purpose is underpinned by our Values which guide us in our daily practice, decision, and relationships.

- Curiosity
- Authenticity
- Commitment

Employee Acceptance

I <insert full name>, _____

of <insert residential address> _____,

accept this position description which is aligned to and in accordance with my employment agreement with Lady Gowrie Child Centre (Melbourne) Inc. I accept all items, tasks, content and responsibilities outlined within this position description.

Employee Signature

Print Name

Date: