



# Position Description – Service Leader

**Part Time, 30 hours per week**

## Scope

Gowrie Docklands Kindergarten (GDK) is a 66-place kindergarten service co-located with Docklands Primary School. The Service Leader will be expected to work closely with Gowrie @ The Harbour and build connections for the benefit of the broader Docklands community.

Reporting to the Operations Manager the Service Leader plays an important role in establishing and maintaining quality programs and relationships at GDK by working collaboratively with educators, families, Docklands Primary School, and the local community to ensure the best outcomes for children.

The Service Leader will also assume responsibilities as an Early Childhood Teacher, Educational Leader and Nominated Supervisor.

### **Early Childhood Teacher (ECT) and Educational Leader**

As ECT you will spend approximately 15 hours per week in the program working with the team. This time will also allow you to act as Educational Leader and lead the pedagogy at GDK and ensure compliance with legislative requirements.

As Educational Leader the role is integral to aligning the service with Gowrie's philosophy, purpose, values and strategic intent.

### **Nominated Supervisor**

Working closely with the Operations Team the Service Leader will assume all responsibilities of the Nominated Supervisor and be accountable for the overall operations of the service including financials, strategic intent, general administration and compliance in delivering a viable, compliant, and efficient service.

## Responsibilities

### **Leadership (motivate, influence, coach and mentor)**

- Lead a team of early childhood 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; role model and embed pedagogical practices that are aligned to 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 (part of Gowrie's statement of commitment to child safe standards).
- Demonstrate sound delegation and hold others to account.
- Coach individuals to build their capabilities in pedagogical practices, team collaboration and conflict management.

- Lead 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 (from our Code of Conduct).
- Hold regular, meaningful and reflective 1:1 discussions with team members in supporting their practice and professional development.
- Ensure all members of your team have a meaningful IPRP in place and support them in working towards their work goals and development plan.
- Take ownership for the induction of new educators.

### **Pedagogy**

- In consultation with teachers, educators and families lead the development and implementation of a high-quality education program that reflects sound knowledge and understanding of approved early learning frameworks and responds to the needs of children, families and the broader community.
- Deliver a program that reflects the natural environment and promotes sustainability.
- Ensure educators support children to be active participants in their own learning through a holistic and integrated approach.
- Support educators to build and maintain strong relationships with children that are respectful and responsive to individual needs.
- Support educators to build and maintain strong relationships with families that are collaborative, supportive and engaging.
- Demonstrate that documentation is an important piece of work with children and families, and as part of a cycle of observation, analysis, planning, implementation and reflection; reflect children's and families voices and ideas in planning, documentation and evaluation.
- Recognise that each child has a unique learning and development trajectory that may require individualised or additional support for them to be fully engaged in a quality education and care (DET evidence paper).
- Collaboratively work with others to develop Individual Support Plans for children as required.
- Establish partnerships with community and other professionals to support children's learning and development as required.

### **Compliance**

- Ensure compliance with Gowrie's early learning policies, procedures and practices aligned to the National Quality Framework and Victorian Early Years Learning and Development Framework.
- Ensure compliance with Gowrie's employee policies, procedures and practices.
- Be willing and able to be appointed as Nominated Supervisor and undertake the inherent requirements of this role.
- 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.

### **Operational Management**

- Supported by the Operations Team, take accountability for the overall operations of the service including financials (kindergarten funding, elibility and compliance), strategic intent, and general administration.
- In collaboration with the Executive Manager Early Learning, develop and manage the operational budget in line with agreed assumptions and budget allocations.

## Relationships

Gowrie Victoria values strong professional relationships and respectful partnerships both internally and externally. Key relationships include but are not limited to the following:

### Internal Relationships

- Children and families
- Educators
- Pedagogy Leader
- Executive Manager, Early Learning
- Early Learning Leadership Team
- Operations and People and Culture
- People and Culture

### External Relationships

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

## Selection Criteria

- Minimum three (3) year Bachelor of Education in Early Childhood (or similar) and VIT registration.
- A strong working knowledge of the NQF and approved early learning frameworks.
- Significant experience in ECEC in implementing programs that are inclusive and respond to the interests, strengths and learning 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.
- Proven ability to listen to the needs of the community and design programs that respond to those needs.
- An ability to work effectively in a team and engage in regular critical reflection.
- A working understanding of the kindergarten funding system, the Child Care Subsidy system and other relevant funding streams.
- The ability to produce written documents and reports for internal and external stakeholders in a professional manner.

## Values Alignment

Gowrie Victoria's purpose and strategy are underpinned by our Values which guide us in our daily practice, decision making and actions. To be successful at Gowrie Victoria you must possess the following attributes:

- Demonstrate the flexibility to learn and grow
- Invest time in building relationships
- Consistently pursue higher standards
- Cultivate a friendly and supportive environment

## 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.

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Employee Signature

Print Name

Date:

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Manager Signature

Print Name

Date: