



YARRA RANGES KINDERGARTENS INC

Early Years Manager

Early Childhood Teacher, Educational Leader and Nominated Supervisor- Position Description

Title: Early Childhood Teacher, Educational Leader, and Nominated Supervisor

Location: Belgrave

Hours: 4 session days per week, 20 hours contact time + 10 hours non-contact time and an additional 1 hour for EL/NS. Total of 31 hours per week.

Workdays: Monday Tuesday, Wednesday, and Thursday

Employment duration: Ongoing

Closing Date: 18 July 2022

ABOUT YRKI

Yarra Ranges Kindergartens Inc. (YRKI) is a not-for-profit, community-run Early Years Manager focused on providing stimulating, high-quality, and affordable educational programs that integrate children with varying needs and abilities. YRKI has a commitment to excellence and innovation in early childhood education.

Our services regularly seek feedback from their local communities to ensure that the service offered at each centre meets that community's needs.

STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

POSITION OBJECTIVE

The objectives of the position are as follows:

- Develop and provide a high-quality, developmentally appropriate⁴ educational program (based on an approved curriculum framework) In consultation with YRKI and the parents of children YRKI.
- Provide educational leadership while working as a member of a collaborative service team.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Department of Education and Training (DET) Kindergarten Funding Guide; Education and Care Services National Law (National Law); Education and Care Services National Regulations (Regulations) and functions in line with approved policies, procedures and the Quality Improvement Plan of YRKI.

ORGANISATIONAL RELATIONSHIP

This role is accountable to, reports to and takes direction from YRKI Operations Manager.

RESPONSIBILITIES AND DUTIES

General responsibilities

- Be responsible for the development and delivery of the programs for which they are responsible.
- Undertake all responsibilities and activities associated with being a Nominated Supervisor, and act within the requirements of that position, the *National Law and Regulations*
- Act in accordance with the authority delegated by YRKI in dealing with situations of an urgent nature requiring immediate action, ensuring compliance with the Act and the Regulations.
- Operate within the requirements of the YRKI's policies and procedures, as well as funding and regulatory requirements.
- Operate within the limits of the service budget allocation and financial policies and procedures of the service
- Be actively involved in the development and implementation of the Quality Improvement Plan of the service
- Encourage enrolments and provide relevant written information and referrals in accordance with the enrolment policy and procedures, as specified by YRKI
- Respect the confidentiality of information relating to parents and children, and comply with the privacy policy
- Work in accordance with the standards outlined in the Early Childhood Australia (ECA) Code of Ethics, the Victorian Institute (VIT) Code of conduct and YRKI's Code of Conduct and Child Safety Code of Conduct
- Other duties as directed by YRKI from time-to-time.

Specific responsibilities

Children

- Develop, in consultation with parents, educators and educational leader, an educational program that is culturally respectful, inclusive of all abilities and appropriate to the individual developmental needs and interests of the children. The program will be based on an approved curriculum framework, reflect the service's philosophy and policies, the needs of the community, and be culturally appropriate
- Display the educational program, updated every fortnight at a minimum
- Develop, record and maintain specific objectives for individual children based on regular written observations across all aspects of the child's development and share this information with parents as appropriate
- Link specific objectives for individual children into the program plan
- Complete Transition Statements in accordance with funding requirements
- Provide a safe, healthy, and welcoming environment and ensure that children are supervised at all times
- Provide a healthy, safe and welcoming environment and ensure children are always adequately supervised and they are not subject to inappropriate discipline; the Nominated Supervisor will ensure children are protected from harms and hazards;
- Ensure health and safety standards are maintained at high levels at all times.
- Treat each child with dignity and respect, exercising a duty of care and providing a safe and nurturing environment at all times
- Build relationships with all children and their families
- Regularly monitor and evaluate the effectiveness of the programs and record improvements for future programming
- Maintain resources of your classroom
- Use applicable forms to report incidents, excursions, medications etc
- Nappy changing may be required

- Food handling may be required
- Discuss with relevant service staff Including educators and other Teachers, the educational program, needs of families and children attending the service so that they can carry out their duties effectively.

Parents

- Actively encourage parental involvement in developing and implementing the program at the service
- Provide regular information about the program, the operation of the service and child development for parents in the form of newsletters, posters and notices
- Communicate with parents on their child's development and progress at the service
- Ensure that new families are appropriately enrolled and orientated at the service.

Staff

- Be responsible for the day-to-day supervision of employees performing duties related to the group/s for which this role is directly responsible
- Hold or attend regular staff meetings, within paid time, to facilitate effective communication, internal staff development and discussion on management and programming for the service. The frequency of staff meetings will be determined by YRKI, following consultation with the staff
- Provide leadership while working as a member of a cooperative team and encourage educators who are involved in the program to contribute to the planning and implementation of the educational program
- Share housekeeping tasks of preparation, packing up, hygiene, and safety related to the program, with other staff
- Work cooperatively with the YRKI and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures
- Participate in an annual performance review and development process
- Keep abreast of current issues relating to the provision of children's services and liaise with relevant early childhood services and other professional services and organisations within the community
- Comply with the professional development requirements for maintaining VIT registration or as requested by YRKI
- Assist with the induction of new staff
- Participate YRKI in the formal performance appraisal of educators for whom the position is responsible
- Ensure Child Safe Standards are adhered to at all times.

YRKI

- Work in a cooperative manner with the YRKI, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service
- Support the YRKI's role as manager of the service, including the provision of relevant information to ensure the service meets all regulatory and funding requirements
- Provide monthly written reports concerning the educational program and any issues relating to the service, prior to or at the monthly YRKI meetings
- Attend and contribute to regular meetings as required YRKI
- Provide necessary information, within agreed timelines, for the completion of all relevant program related reports and data collections as required by YRKI
- Report to the YRKI on urgent and ongoing maintenance at the service
- Report to YRKI on equipment and materials needed and purchase of approved supplies
- Undertake other functions as delegated by YRKI.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This role directly reports to YRKI Operations Manager
- This role has the authority to take such action as is necessary to ensure that the safety and wellbeing of children and their families are maintained within the service and on approved activities outside the

service

- This role is responsible for making recommendations to YRKI on matters relevant to the educational program and its impact on the operation of the service

ESSENTIAL SKILLS AND COMPETENCIES

Specialist skills and knowledge

- Have a sound understanding and knowledge of early childhood development and education
- Have a sound understanding and knowledge of legislation, regulations and standards, including Child Safe Standards governing the operation of children's services
- Ability to develop, document and implement a high quality, developmentally appropriate education program for kindergarten children in consultation with relevant stakeholders
- The ability to plan, work and manage time effectively with minimal supervision

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with children parents, other staff and professionals
- Ability to work in a cooperative, flexible and professional manner with children, parents, staff and YRKI
- Well-developed leadership and self-motivation skills
- Ability to ensure confidentiality of information

Essential requirements

- Qualifications suitable for an early childhood teacher under the Education and Care Services National Law, Education and Care Services National Regulations and the DET Kindergarten Funding Guide
- Be registered as an Early Childhood Teacher with the Victorian Institute of Teaching, and continue to renew/maintain the registration during the course of employment
- Must be able to fill the position of Nominated Supervisor and with responsibility for the day-to-day operations of the service in accordance with the Regulations as required
- Hold a current
 - approved first aid qualification,
 - approved anaphylaxis management qualification and
 - approved emergency asthma management qualification,

in accordance with the *Education and Care Services National Regulations* and service policies.

How to apply?

For further information about this role, please email Marta.Pegoiani@yrkinders.com

To apply for this position, email your resume and cover letter to Kathy.stojcevski@yrkinders.com