

Early Childhood Lead Educator

Position

This position is within Child & Family. It is part of various team/s.

This position reports to the

Reporting line may vary depending on location and service size

This position does not have any direct reports This position may have direct reports, positions vary

This position has the following direct reports:

This position is designated Band 7 under the *Schedule of Authorities and Delegations*

This position is a budget holder This position has designated revenue targets

This position is an Aboriginal & Torres Strait Islander identified position

This position does require a working with children related clearance

Purpose

The purpose of this position is to lead a team of Educators to meet the needs of individual children and groups by creating a safe and nurturing environment and planning, developing, delivering and evaluating quality learning and developmental programs for a room or specific group of children.

Focus

To achieve this purpose, the position holder would typically

- Coordinate and ensure the delivery of an engaging, reflective, inclusive daily program including supervising educators, preparation and setup of indoor and outdoor areas, safety checks, meeting specialised individual needs of children (for example, administering medications, checking allergy safety, implementing strategies for children with support needs), an implementing daily activities and routines.
- Work closely with the Early Childhood Teacher and/or Child Development Specialists to contribute to the development of effective programming for individuals and groups. Depending on the nature of the service, Room Leaders may be required to plan, develop, deliver and evaluate programming independently, and utilise existing internal resources when required.
- Greet children and parents at opening and closing each day.
- Resolve immediate concerns with parents/carers and/or children as they arise, referring to more senior staff if required.
- Contact parents/carers when a reportable incident has occurred at the Centre, ensuring appropriate documentation is completed.
- Guide reflective practice sessions for educators.
- Coach, advise and provide on the job support to team members to improve their skills and knowledge in the delivery of programming to improve client outcomes.
- Engage in community initiatives designed to connect with parents, carers and the community, for example, parent information sessions and community events. Support the senior team to design and deliver initiatives.
- Advise the Team Leader or Manager of any performance concerns regarding Educators for assistance in resolving. Formal performance processes will be managed by the Team Leader or Manager.
- Advise the Manager, Team Leader or Teacher of any changes or concerns regarding children, their needs in terms of the daily program, wellbeing, their services, or other risks, as soon as possible.
- Document and create reports on client services using technology and paper based systems in a clear, logical, understandable and timely way, such as the creation of portfolios, day books, and parent communication channels.

Outcomes	When things are going well we would expect to see these outcomes:	
	<ul style="list-style-type: none"> • High quality, effective and dynamic educational programming is implemented Accreditation standards related to service delivery are met, and then exceeded • Early Childhood Teachers have feedback to improve and personalise programming • Parents are positive about children’s experiences of the centre • Children enjoy their experiences at the Centre 	

We work collaboratively with others, however this position works close closely with:		
Relationships	Within The Benevolent Society:	Outside The Benevolent Society:
	<ul style="list-style-type: none"> • Team Leader/Manager • Manager, Practice Support • Early Childhood Teachers • Other Room Leaders • Educators 	<ul style="list-style-type: none"> • Children • Families • External service providers – speech therapists, psychologists, paediatricians

To achieve the position purpose and outcomes the position holder will need to have:	
Individual	<ul style="list-style-type: none"> • Diploma qualified in early childhood teaching (NSW requirement, would support success in QLD) • First aid certificate (or willingness to obtain a certificate) • Experience in early childhood education, working with children who are 0-5 • Experience leading a small team would support success • Ability to relate to and support children aged 0-5 years, their families and the community in which the service operates. • Ability to communicate effectively with children and adults • Ability to have difficult conversations with adults including staff and families in a respectful and appropriate manner. • Good written and verbal communication skills • Ability to support a team to develop and implement a program based upon current research that is reflective and strength based • Good time management skills, including the ability to adapt and create alternative solutions as the daily environment changes

This position may require some flexibility in terms of travel or hours of work:	
Travel	<input type="checkbox"/> Overnight travel/stays may be required <input type="checkbox"/> Some weekend work may be required <input checked="" type="checkbox"/> Some evening work may be required <input checked="" type="checkbox"/> Travel between office locations/regions may be required <input type="checkbox"/> Travel to consumers (varied locations) may be required <input type="checkbox"/> Use of own registered, insured motor vehicle for business purposes may be required <input checked="" type="checkbox"/> Use of TBS pool cars may be required
	All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.

Context

Those with knowledge of this position say the things that might make your day are:

- Seeing the children develop a real sense of security in their environment, enabling them to feel safe, trusted, nurtured, celebrated, valued and connected and become confident learners.
- Celebrating the development of individual children and groups across the year
- Exploring opportunities to support children’s interests, skills, and development with input from the child and their family

Those with knowledge of this position say some key challenges you might experience are:

- Supporting parents in immediate distress while balancing the wellbeing of the child and other children in the group
- Balancing the needs of a group of children with the needs of an individual child
- Ensuring the team is working in a collaborative and cohesive capacity that is reflected in the daily program and routines.

Approvals

Approver	Director, Human Resources	Date: 30 November 2016	Position Code: CFS032
Review history	V1.0 Release		
Advertising			

This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.