



# POSITION DESCRIPTION

Early Childhood Group Leader

## EARLY CHILDHOOD GROUP LEADER

<b>POSITION TITLE:</b>	Early Childhood Group Leader
<b>POSITION NUMBER:</b>	5025
<b>AWARD:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	Group Leader 1 Year Qualified (minimum) Provisions of appointment pay level and progression to be in accordance with the applicable award
<b>REPORTS TO:</b>	Director Childcare
<b>DEPARTMENT:</b>	Community Services
<b>LAST REVIEWED:</b>	May 2021

### ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

### Our Commitment

We inspire people to create a better future.

### Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

### We Value



Honesty



Integrity



Accountability

### OBJECTIVE OF THIS ROLE

Provide leadership for the development, implementation and evaluation of a quality care and educational program for young children at the Curry Kids Early Learning Centre under the leadership of the Director Child Care.

All employees are required to abide by the policies, Code of Conduct, procedures, philosophies, and all statutory requirements of Cloncurry Shire Council ("Council") and Curry Kids Early Learning Centre while providing quality care and education for young children at the Centre.

### REPORTING LINES

This position reports to the Director Curry Kids Early Learning Centre and liaises with internal and external stakeholders.



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## GENERAL DUTIES AND RESPONSIBILITIES

- Ensure all children are directly supervised at all times as per the Supervision Policy;
- Support young children and their families at separation;
- Develop an environment which is relaxed, home-like, aesthetically pleasing and safe and secure for children and staff to stay and work in;

## KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing:

- Formulate age appropriate and inclusive programmes in consultation with families and the Child Care Assistant that meets the child's developmental needs;
- Ensure all programmes and care conform to the Early Years Learning Framework and National Quality Framework;
- Record, monitor, evaluate and document the development of each child to develop the programme to meet each child's needs;
- Provide feedback to the Director and discuss issues of concern that could contribute to the improvement of the programme delivered to children at the centre and their families;
- Maintain open lines of communication with families about the developmental needs and interests of their children and encourage families' participation in the programmes;
- Provide direction and support for Assistants and any students in regard to the goals and programmes in place;
- Consult with the Director in relation to concerns about the functioning of a team member if the issues cannot be resolved directly with the team member concerned;
- Encourage and Support Assistants to be actively involved in the keeping of developmental records of the children in care;
- Actively participate in staff meetings and training opportunities as required;
- Share professional knowledge and expertise with other staff members while recognising and acknowledging theirs;
- Respect and encourage the individuality of each child;
- Monitor children who may be experiencing challenges and in conjunction with the Director and families the assistance of support agencies available in the community;
- Consult with the Director on any matters of concern regarding any child or their family;
- Maintain complete confidentiality regarding information of a child and their family;
- Participate in the daily preparation of materials and environment and notify the Director of any items that are unsafe or require maintenance and dispose of when necessary;
- Be accountable for the preparation of specific documentation for the running of a room;

### Organisational Responsibilities:

- Comply with all Curry Kids and Council policies, procedures and legislative requirements at all times;
- Actively contribute to the Quality Improvement and Accreditation process;
- Provide a commitment to work effectively as a team member in the organisation;
- Interact with all persons internal and external to the organisation in a courteous and respectful manner at all times;
- Assist team members in understanding and responding to challenges, change and conflict;
- Ensure that all communication (written and oral) is completed in a professional and polite manner;
- Ensure the environment and materials are kept in a safe and hygienic state at all times and to ensure a routine of cleaning and safety check is developed for their group;
- Follow and practice correct fire and emergency evacuation procedures as necessary;
- Other duties as reasonably requested within the scope of the position.



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## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Have an interest in learning early childhood development, programs, legislation and codes of practice and how they relate to the position;
- Demonstrated knowledge of cultural, social, environmental and ethical considerations that may impact on the delivery of programs.
- Demonstrated ability to implement care and education programs
- Demonstrated understanding of confidentiality of information in relation to the Centre and Council as a whole.
- Effective interpersonal, written and verbal communication skill with the ability to communicate with a diverse range of people with varying levels of education and understanding;
- Demonstrated ability to work effectively individually and as part of a team;
- Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner;
- Sound understanding of Workplace Health and Safety practices relevant to the position

## KEY SELECTION CRITERIA

- Previous work experience in children's services is desirable, but not essential
- Demonstrated ability to plan and implement a quality, educational and child centred program, reflective of the Early Years Learning Framework
- Demonstrated ability to maintain written records, such as observations, evaluations and programs
- An ability to work in genuine collaboration with families and an awareness of issues facing families in relation to children's services
- An ability to work as an effective team member and provide leadership and support to educators
- A well-developed understanding of the provision of a safe, well planned indoor and outdoor learning environment
- Knowledge of the National Quality Framework, relevant Government Acts and regulations, and the ECA Code of Ethics and the rights of the child
- Must possess an enthusiastic attitude towards the care and education of young children
- Must possess empathy for the individual needs and desires of the child and their families
- Must possess a commitment to working within and promoting the philosophy, policies and procedures of the centre
- Demonstrated commitment to continuing professional and personal development

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- Completion of Certificate III or IV in Children's Services (Group Leader 1 year qualified) and proof of enrolment in AQF Diploma in Children's Services; or
- Completion of an AQF Diploma in Children's Services (Group Leader 2 year qualified); or
- Completion of an AQF Advanced Diploma or higher in Children's Services or Education (Group Leader 3 year qualified).
- Have a current First Aid, CPR and Anaphylaxis Certificate or the ability to acquire before commencement;
- Have a current Positive Notice Working with Children Blue Card .

### Desirable:

- Current police clearance



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## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

### To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

**Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.**

**Name**

**Signature**

**Date**



### REMUNERATION SCHEDULE – SALARY AND CONDITIONS

#### Early Childhood Group Leader

This schedule commences from 10 July 2023 and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package and conditions will include the following:

1. Commencement salary offered shall be \$66,012 per annum (Dependent upon qualifications held and experience). Salary is in accordance with the Certified Agreement.
2. Provision of a 2-bedroom unit in accordance with Council's staff housing policy, the rent amount is \$60 per week with a bond to be paid to the RTA. The employee is responsible for bond, electricity, telephone connection and yard maintenance (unless otherwise negotiated). The lease will be for a period of 6 months to allow you to find suitable accommodation in Cloncurry.
3. Council shall make compulsory superannuation contributions on the employee's behalf to the nominated superannuation scheme in accordance with the requirements of the *Local Government Act 2009*. The current rate is 10.5% of ordinary earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 1.5% of the ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions subject to conditions set down by the Australian Tax Office.
4. Five (5) weeks annual leave per annum (plus 17.5% leave loading) is available subject to sufficient accrual of entitlement and usually becomes available after 12 months of service. Accrued annual leave at any one time shall not exceed four (5) weeks.
5. A Rostered Day Off (RDO) is available each month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time shall not exceed five (5) days.
6. Ordinary hours of work are between 7:30 a.m. to 5:30 p.m. as rostered, Monday to Friday with 20 minutes paid rest pause and 30 minutes' unpaid lunch break. (8 hours less 0.4 hours towards the accrual of a monthly RDO).
7. Uniforms and protective clothing shall be supplied in accordance with Council policy.
8. All other conditions in accordance with the Cloncurry Shire Council Certified Agreement 2022 or Queensland Local Industry Award - State 2017, as varied.