

POSITION DESCRIPTION

Date	October 2024
Position Title	Assistant Coordinator/2IC
Reports to (position title)	Early Years Area Manger
Department	Early Years Services

ORGANISATIONAL CONTEXT

bestchance Child Family Care is an independent, not-for-profit, community organisation operating across 35 locations in Victoria and a Head Office in Glen Waverley.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC), Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

To deliver operational service and quality to our children, our team members, and our families whilst supporting ownership of the centre including financial success and driving expected organisational outcomes. The Assistant Coordinator is responsible for supporting the management of all day to day aspects of the service's operations, providing leadership and ensuring high quality education and care provision.

- In the absence of the Centre Coordinator/Nominated Supervisor to perform the role of Centre Coordinator.
- Assist the Centre Coordinator / Nominated Supervisor to provide leadership and management to educators/staff regarding all aspects of the operation of the service in line with relevant regulations and procedures
- Liaise closely with and provide periodical reports to the Centre Coordinator/Nominated Supervisor regarding matters relating to the smooth operation of the service
- Provide collaborative and professional leadership to build a culture of staff engagement and teamwork.

PRIMARY OBJECTIVES

- To support delivery of operational service and quality to our children, our team members, and our families whilst assisting the centre coordinator to deliver financial success and drive expected organisational outcomes.
- Working in collaboration with key functional partners (including Early Years Area Manager, Early Years Management Team, Service Support staff, Enrolments, Marketing, People and Culture, Finance), the Assistant Coordinator/2IC is accountable to support delivery of compliance through their role, whilst assisting in management of the overall centre.
- Ensure the service provides a culturally safe workplace and environment for educators, children, families, and the community.
- Build and maintain professional, inclusive and positive relationships with families of the service.
- Always ensure professional communication with families and act as a resource to support not only the child but the whole family.

- Effectively foster relationships that build the profile of the service within the wider community and with strategic stakeholders.
- Mentor, coach and support staff in their roles as educators.

KEY RESULT AREAS AND RESPONSIBILITIES

- Ensure that the bestchance values, philosophy, policies and procedures of the Service are upheld, implemented and reviewed regularly
- Assist the Centre Coordinator/Nominated Supervisor to provide pedagogical leadership to ensure quality care and education programs for children, and direction, support and continuous learning for staff
- In collaboration with the Centre Coordinator/Nominated Supervisor provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status, and ensure all Educators and staff are implementing these practices
- Understand and interpret the industry regulations and legislation including the National Quality Standards and Victorian Early Years Learning and Development Framework
- In collaboration with the Centre Coordinator/Nominated Supervisor Lead and encourage creativity, innovation and continuous improvement to ensure the ongoing enhancement and accessibility of the service
- Coordinate and ensure all service information is up to date including the collection, recording and evaluation of children's records and observations, as required by National Quality Standard, and assist Educators as necessary
- Collaborate with the Child Safety team to provide early intervention services to children and families
- Collaborate with the Quality, Governance and RTO areas of the business to enhance the services ratings and develop the team
- Ensure all staff are aware of, and comply with their mandatory obligations in relation to Child Safety
- Respect the confidentiality of all information about children and families
- Ensure that service presentation is maintained to the highest standard
- Organise and participate in the Service's annual staff appraisals and staff reflection activities
- In collaboration with the Centre Coordinator/Nominated Supervisor provide training / professional development opportunities for staff
- Collaborate with the Centre Coordinator and Educational Leader to support the delivery of staff meetings.
- Responsible for assisting with the recruitment and induction of new employees
- Any other duties, within the scope of the position, as specified by the Area Manager
- Act immediately on any safety issues that relate to the working environment of the service.
- Recognise and report misconduct, illegal or inappropriate behaviour to the General Manager/ Approved Provider

- Ensure policies and procedures are adhered to ensure the children are safe and adequately supervised at all times

KEY SELECTION CRITERIA

- Experience and knowledge in early years program delivery of kindergarten and long day care program for children aged 6 weeks to 5 years desirable
- Bachelor of Education or Diploma in Early Childhood Education and Care (or equivalent)
- Previous experience in leading a service providing high-quality education
- A sound working knowledge of:
 - The National Quality Framework and National Quality Standards
 - Victorian Early Years Learning and Development Framework
 - The principles of strength based community engagement and community strengthening
 - Family centered practice and how it applies to the operational and strategic delivery of early years services
 - Long Day Care programming and planning for children aged 6 weeks to 5 years old
- Self-motivated with high level interpersonal and communication skills with the ability to manage own workday, be flexible and responsive to changing work practices
- Demonstrated ability to develop, support, motivate and manage staff to reach their potential
- The ability to work effectively and collaboratively with a team who have diverse levels of experience and qualifications
- Experience in service management and planning to deliver compliant and responsive children's services that meet the needs of the local community
- Demonstrated understanding of applying community engagement planning and practices
- Ability to monitor budgets
- Ability to work independently and co-operatively in a team environment, with a supportive and flexible approach to work
- Ability to communicate and develop positive working relationships with a wide range of stakeholders, internal and external
- A high level of written and verbal communication skills
- Proven ability to independently manage complex workloads

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Bachelor of Education or Diploma in Early Childhood Education and Care (or equivalent)
- Current Working with Children Check (Employee)
- A satisfactory National Police History Check
- Current First Aid and CPR training