

POSITION DESCRIPTION

Date	October 2024
Position Title	Kindergarten Service Coordinator
Reports to (position title)	Regional Manager Early Years
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

The Kindergarten Service Coordinator will manage and support a portfolio of up to 5 Kindergarten Services and is responsible for managing all day-to-day aspects of service operations, ensuring high quality education and care provision in line with all regulatory and legislative requirements, and industry standards for Early Childhood Services.

This position is also required to act as Nominated Supervisor for the services within the portfolio, working directly at each service throughout the week.

PRIMARY OBJECTIVES

- Provide leadership and management to Teachers and educators regarding all aspects of the operation of the service in line with relevant regulations, policies and procedures
- Liaise closely with and provide periodical reports to the Regional Manager regarding matters relating to the operation of the service
- To deliver operational service and quality to our children, our team members, and our families whilst taking ownership of the service including financial success and driving expected organisational outcomes.
- Working in collaboration with key functional partners (including Early Years Regional Manager, Early Years Management Team, Service Support Teams, Enrolments, Governance and Safety, Marketing, People and Culture, Finance), the Kindergarten Service Coordinator is accountable to deliver on compliance through their role as nominated at each service.

KEY RESULT AREAS AND RESPONSIBILITIES

- Ensure that the bestchance values, philosophy, policies and procedures of the Service are upheld, implemented and reviewed regularly

- Respect and 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
- 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 Governance and Safety team to provide early intervention services to children and families
- Collaborate with the Governance and Safety on 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
- Provide training / professional development opportunities for staff
- Organise and hold team and group staff meetings
- Ensure all staff members are practicing safe work practices
- Support the Educational Leader to guide staff in observing and planning for individual children and the total learning environment
- Support pedagogical leadership to ensure quality care and education programs for children, and direction, support and continuous learning for staff
- Ensure the implementation of the program in the in-door and out-door environment promoting continual improvement to the quality of care
- Facilitate and maintain the Quality Improvement Planning.
- Manage service budgets and the continuous viability of the service

- Responsible for assisting with the recruitment and induction of new employees
- Any other duties, within the scope of the position, as specified by the Regional Manager/General Manager

KEY SELECTION CRITERIA

- A sound working knowledge of:
 - The National Quality Framework and National Quality Standards
 - Victorian Early Years Learning and Development Framework
 - The National Law and Regulations for Early Childhood Education and Care services
 - Child Safe Standards
 - Workplace health and safety requirements
- 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
- Demonstrated commitment and ability to maintaining an up to date understanding of the latest and most respected early childhood theories and practices in kindergarten environments.
- Ability to create a culture of compliance and continuous improvement
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REQUIRED EXPERIENCE AND QUALIFICATIONS

- Bachelor of Education or Diploma in Early Childhood Education and Care (or equivalent)
- Demonstrated experience in supporting a kindergarten program or long day care program desirable
- Previous experience in leading a service providing high-quality education
- Current Working with Children Check (Employee)
- A satisfactory National Police History Check
- Current First Aid and CPR training