

POSITION DESCRIPTION

Date	November 2024
Position Title	Pedagogy, Research and Practice Manager
Reports to (position title)	General Manager Early Years
Department	Early Years

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 Early Years Pedagogy, Research and Practice Manager will be a part of the Early Years Leadership Team, responsible for leading and supporting the Practice Coaches, Educational Leaders and services to achieve program excellence. The position will initiate and support a culture of contemporary early childhood practice and pedagogy across our early education and care services, including Kindergarten and Long Day Care programs.

The Pedagogy, Research and Practice Manager has an influential role in inspiring, motivating, affirming, and also challenging and enriching the curriculum and pedagogy implemented by the teachers and educators and be the driving force behind the development, planning, and administration of our professional learning programs. It is a collaborative endeavour, involving expertise, inquiry and critical reflection, which can significantly impact on the important work teachers and educators undertake in partnership with children and families and other professionals.

PRIMARY OBJECTIVES

This position supports and collaborates with the Regional Managers, Kindergarten and Centre Coordinators, Educational Leaders (ELs) and service based Early Childhood teachers to oversee consistently high-quality practices that contribute to positive outcomes for all children as defined in the Victorian Early Years Learning and Development Framework and the National Quality Standards.

The Early Years Pedagogy, Research and Practice Manager will have strong leadership skills and knowledge; ability to lead program planning and implementation, ensuring the achievement of goals; ability to contribute to the building of a strong, high functioning team that aligns teams with the organisational values and goals, strong ability to establish credibility with staff and inspire a shared vision for pedagogy and curriculum. Providing leadership to the Regional Managers, Service Coordinators, early childhood teachers and educators in the development and coordination of educational programs for all children with a focus on inclusion for children.

KEY RESULT AREAS AND RESPONSIBILITIES

Program and Practice

- Collaborate with Regional Managers, Kindergarten and Centre Coordinators to build capacity and provide direction and guidance on curriculum pedagogy and practice
- Support, coach and mentor Educational Leaders, Kindergarten and Centre Coordinators providing guidance and advice on the implementation of contemporary pedagogy methodologies
- Provide expert guidance to support ongoing development and continuous improvement to ensure the delivery of high-quality service provision that meet the needs of children and families and achieves improved assessment and rating results
- Lead, mentor, guide and support Practice Coaches to deliver School Readiness Funding goals and objectives.
- Build the capacity of Early Years staff working with children and families to assess and deliver evidence-based practices.
- Support and work with the Early Years Leadership team to implement projects such as school readiness, diversity/inclusion, child safe standards and reforms such as funded three year old kindergarten, Pre Prep and information sharing scheme.
- Research, recommend and develop innovative and emerging pedagogical practices
- Work in partnership with Governance and Safety team and Regional Managers to address any themes/issues identified by Quality
- As a member of the Early Years Leadership Team, build and embed a positive and productive team culture that contributes to best practice service delivery supporting the achievement of the organisation vision.
- Conduct research to support the development of training and support materials.
- Provide advice to internal and external stakeholders on issues related to education and care pedagogy
- Ensure that children's agency and influence are promoted, so that programs meet the interests, abilities and cultural backgrounds of each child.
- Collaborate with the senior leadership team in reflection and discussion relating to the inclusion of all children within the program, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with a disability and other children experiencing social disadvantage, trauma and in out-of-home care
- Empower and coach our teams to deepen their knowledge and practice, driving positive outcomes across all levels.
- Deliver child-centered, inclusive programs that prioritise physical literacy, safeguarding and holistic development.
- Work closely with Regional Managers and external partners to push boundaries and implement best practices.
- Lead the ongoing development and delivery of our pedagogical programs, embedding practice and improved outcomes for children.
- Collaborate with the senior leadership team in the scheduling and focus for quarterly staff meetings and support the documentation of these meetings.
- Support our services in developing robust Quality Improvement Plans and preparation assessments and ratings, with a focus on exceeding practice.

- Be a visible ambassador, fostering positive relationships with families, educators and the wider community.
- Identify and participate in personal professional development that supports the implementation of high-quality education and care programs.
- Provide regular reporting to the General Manager as required.

Organisational Expectations

- The Early Years Pedagogy, Research and Practice Manager will work and collaborate with colleagues, business partners and external stakeholders in maintaining a professional approach to work, ensuring standards of performance reflect the bestchance philosophy, guidelines, policies and procedures.
- As a member of the Early Years Leadership team, support and contribute to an integrated and collaborative approach across the organisation's multi-disciplinary teams to increase internal program referrals.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Demonstrate dedication and commitment to work in accordance with bestchance values and behaviours.
- Actively assess, manage and where possible mitigate workplace risk including Work health and safety risk, risk to educators and children, reputational risk and personal risk.
- As a member of the Early Years Leadership Team, identify and attend relevant professional training sessions.

KEY SELECTION CRITERIA

- Extensive experience and knowledge of the National Quality Framework, including the National Law and Regulations, Education and Care learning frameworks and related resources, the Kindergarten Funding guidelines relevant to Early Childhood Services and Victorian Child Safe Standards
- Ability to work independently and co-operatively in a team environment, with an innovative, supportive and flexible approach to work
- Ability to develop positive working relationships with multiple stakeholders, internal and external
- Proven ability to independently manage complex workloads
- Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audiences and genres (including social media, print and web-based), backed by high level written communication skills.
- Demonstrated ability to research, analyse and conceptualise complex multifaceted concepts and issues, developing proactive and innovative outcomes.
- Proven ability to develop productive working relationships with external stakeholders and peak organisations.
- Ability to develop and deliver informative and engaging presentations, resources and articles that align with the NQF and promote quality education and care programs and practices.
- Demonstrated ability to use a range of technologies and the ability to learn new

systems quickly.

- Effective teamwork skills, including a proven ability to contribute to the success of a project or team.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Degree or Post Graduate qualified in Education (Early Childhood) or related discipline with experience in leadership of pedagogical practices
- Have at least three years' experience in an educational leadership role within an early childhood education and care setting.
- Have a sound knowledge and understanding of contemporary early childhood theories and evidence.
- Have a strong understanding of contemporary curriculum approaches, specifically a thorough knowledge of the approved learning frameworks and relevant research.
- Ability to research and disseminate information to others in a manner that is easily understood.
- Proven leadership experience in Early Childhood Education, with deep expertise in pedagogy, curriculum development.
- Current First Aid, CPR, Asthma and Anaphylaxis Certificate.
- NDIS Worker Screening Check
- Current Child Protection Training
- Current VIT/Working with Children Check
- Current valid motor vehicle licence