



CITY OF ALBANY POSITION DESCRIPTION CHILD CARE EDUCATOR TEAM LEADER

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Child Care Educator Team Leader	<pre>graph TD; A[Executive Director Community Services] --> B[Manager Facilities]; B --> C[Child Care Educator Team Leader];</pre>
LEVEL: Level 7, City of Albany Industrial Agreement 2023	
DIRECTORATE: Commercial Services	
REPORTS TO: Manager Facilities RESPONSIBLE FOR: Day Care Workers	

3. POSITION OBJECTIVE

This position is responsible for working in a leadership role within the City of Albany to provide operational management of the Albany Day care Centre:

- Lead, coach and supervise to achieve optimum outcomes;
- Take a leadership role within the childcare team, planning, implementing and evaluating programs, ensuring a safe, nurturing environment for all children.

- To help the Manager Facilities lead compliance with all regulated and organisational requirements, maintain a high quality program for individual children, and professional staff, ensuring a supportive, positive, safe environment for all.

4. KEY RESPONSIBILITIES

Leadership and Management

- Lead, coach and develop a multi-disciplined team of staff including trainees.
- Encourage and build capability and expertise within the team.
- Provides leadership and direction to staff in accordance with CoA policies and procedures.
- Establishes and maintains rosters to ensure adequate staffing in areas of responsibility commensurate with efficient and cost effective operations.
- Promote best practice and quality improvement programmes and activities within the team.
- Conduct interviews and familiarise parents of newly enrolled children with the Centre's policies.
- To guide and support Qualified Childcare Educators and Childcare Assistants to develop their skills and knowledge.

Financial

- Process fees in accordance with the accountability requirements of the Child Care Subsidy.
- Assist with the preparation of budget submissions.

Childcare Educator

- To provide quality programs for children based on the needs and interests of the children in care.
- To develop, implement and maintain daily routines for all children in care.
- To ensure all interactions with children reflect the philosophy and policies of the Centre and the principles of the National Quality Standards (NQS).
- Initiate changes and give advice to fellow staff regarding meeting the needs of all children on daily programmes.
- Work within Community Services (Child Care) Regulations.
- Awareness of the legal aspects of childcare.
- Enrol children on a priority basis according to the Commonwealth Government's Priority of Access Guidelines.

General

- Develop, implement and maintain procedures and practices that ensure the smooth and efficient running of all day to day activities.
- To maintain a professional approach to work which reflects the Centre's philosophy, policies and procedures and ensures confidentiality in all aspects of centre operations.
- To be sensitive to and respect the diversity of social and cultural backgrounds of the children in care and ensure that these children are welcomed to the Centre.
- To assist with the assessment of students on placement.

Interpersonal Skills/Customer Service

- To liaise and interact with parents in a friendly and non-judgemental way in relation to their child's needs.
- Foster, advocate and implement the City of Albany's customer service focus and practices.
- Demonstrated commitment to quality customer service.
- Develop and maintain co-operative relationships with key stakeholders and community groups.
- To work as an effective team member.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WH&S Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WH&S issues.

5. REQUIREMENTS OF THE JOB

Skills

- Ethical Behaviour: models appropriate behaviour in line with City of Albany Code of Conduct.
- Strategic thinking: thinks and acts with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany priorities.
- Relationship skills: demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Excellent written and verbal communication skills.
- Excellent time management and organisational skills.
- Highly developed negotiation and public relations skills.
- Commitment to excellent customer service.
- Sound word processing and keyboard skills.
- Ability to work in a multi-skilled team environment.
- Ability to work well under pressure.
- Leadership and staff management skills.

Knowledge

- Knowledge of Children's Services.
- Knowledge of the National Quality Framework.
- Knowledge of the Early Years Learning Framework (EYLF).
- Well-developed working knowledge of the Microsoft Office suite of packages (specifically, Word and Excel).
- Knowledge of working within a cross-cultural environment.
- Knowledge of Child Care Subsidy (CCS), childcare benefits and rebates.
- An understanding of Child Care software (e.g smartcentral, Fully Booked, QikKids).
- Knowledge on employment and wait list processes.

Experience and Qualifications

- Previous experience with all age groups (0-6).
- Previous experience in the development and implementation of children's programs.
- Proven skills and experience in the supervision of staff teams.
- Proven ability to effectively communicate with children and their families.
- Minimum of 3 years' experience as qualified Educator in a child care service.
- Previous experience in the implementation of NQS.
- Ability to assist in the development, implementation and evaluation of centre policies and procedures.

- Diploma of Early Childhood Education and Care (or equivalent).
- Current First Aid Certificate.
- 'C' Class Driver's Licence.
- Working with Children Card.
- Certificate IV in Business (Frontline Management) (desirable).
- National Police Clearance.

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____