

### Centre Team Leader (Child Care)

**Incumbent** Vacant

**Department** Corporate and Community Services

**Main Purpose of the Role**

The Centre Team Leader is responsible for overseeing day to day aspects of the service's operations and provides leadership ensuring high quality education and care. This includes ensuring the Centre complies with all relevant laws and educational frameworks governing childcare and child protection.

The Centre Team Leader is also responsible for:

- Overseeing and managing the curriculum – including supporting program delivery and upholding the National Education and Service Regulations;
- Overseeing Centre daily operations and activities
- Leading and coordinating the Centre team
- Develop relationships that support and partner with families and community as well as broader Greater Hume Children Services operations.

**Reports to** Services Manager – Children Services

**Staff Supervised** Culcairn Centre Staff

**Hours of Work** Based on a 38 hour week, actual hours of work will be in accordance with a rotating roster. The roster covers a span of hours from 7.30am till 5.30pm.

<b>Salary</b>	<b>Grade</b>	13	<b>Band</b>	2	<b>Level</b>	2	<b>Step</b>	
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**Last Reviewed** July 2024

### Key Tasks

- Ensure education programs meet the developmental, cultural and special needs of individual children attending the Centre
- Lead staff to be actively involved with all children assisting them to cope with the daily routines and develop their skills
- Responsible as the Education Leader and be responsible for the development, implementation and reflection of high quality Program based on service values and philosophy in collaboration with Service Manager, Educators and Management.
- Commit to regular shifts on the floor to meet ratio requirements in various rooms across the Centre.
- Work cooperatively with all team members to facilitate the best interest of the children at the Centre, their families and the community
- To uphold the Education and Care Services National Regulations
- To report on all maintenance and equipment needs and replacements
- To follow safety practices which ensures that equipment is maintain at an optimal level
- Perform other tasks or duties as directed by the Service Manager and Business Manager which are within the limits of the employee's skill, competence and training
- Observe requirements of the WHS Legislation, relevant to the job and adhere to Greater Hume Council Policies and Procedures regarding WHS
- Observe appropriate Greater Hume Council Policies and Procedures regarding day to day operations including Equal Employment Opportunities policies, Dress Code and Standards and Greater Hume Council's Code of Conduct.
- Contribute to the development, implementation and evaluation the Quality Improvement Plan with the guidance of the Practice Mentor – Centre.
- Contribute to the development, implementation and evaluation the Strategic Inclusion Plan with the guidance of the Practice Mentor – Centre.
- Application of the National Quality Standards, Education and Care Services National Regulations, Staying Healthy in Childcare guidelines, relevant WHS legislation and GHC policy and procedures
- Fulfilling all Mandatory Reporting and Child Protection requirements with the guidance of the Practice Mentor – Centre.
- Adhere and apply to ChildSafety standards, ensuring the Centre and it's team members is compliant
- Develop and maintain a learning community within the service where there is a culture of reflective practice and ongoing learning to drive quality and continuous improvement
- Effectively foster relationships that build the profile of the service within the wider community and with strategic stakeholders and provide pathways for integrated service delivery where possible
- Maintain effective communication channels and participate in regular professional supervision, whilst communicating organisational messages clearly and consistently with staff
- Ensure and report to the Service Manager on service compliance with the Education and Care Services National Regulations, Code of Ethics, Education and Care Services National Law and National Quality Standards including:
  - Any relevant notifications required to be made to regulatory body
  - Informing Management of all notifications or near miss events
- With guidance from Practice Mentor – Centres, provide support and input into the development of a Quality Improvement Plan for the Centre
- Maintain current professional knowledge and awareness of contemporary ECEC practice to inform quality service delivery
- Actively support the organisation's mission, vision and values and positively represent the organisation to external contacts at all opportunities.

- To ensure that timesheets relating to hours of childcare are processed and payment systems are completed in strict accordance with legislation and guidelines
- To maintain confidentiality of records
- To be available via mobile phone for emergencies or ensure an alternative emergency phone number is available.

### Employee Leadership

- To assist in recruitment of staff and be responsible for their training, guidance and performance appraisal with Service Manager
- To delegate tasks as appropriate.
- To supervise students on placement with the Scheme.
- With guidance and support from Practice Mentor and Service Manager provide support, training, resources and professional advice to educators to ensure the holistic needs of children in care are met in line with regulations, National Quality Framework and scheme policies and procedures.
- Coordinate the staff roster and effectively manage educator to child ratios.
- Provide effective supervision and training to students on placement.

### Management of Educators

- To ensure that the provision of experiences for children and the use of guidance techniques with children are developmentally appropriate and stay current in line with the service philosophy of continuous improvement
- To ensure compliance by educators of the Code of Conduct in accordance with NSW Government Legislation
- To ensure compliance by educators of National Children's Services Regulations including NSW jurisdictional specifications and the services adopted Code of Conduct
- To ensure educators meet the National Quality Standards and are compliant with the service policies and procedures.

### Parents and Children

- To ensure that the diverse and individual needs, including special needs, of families are catered for in the centre
- To ensure that Educators are supported to meet the holistic needs of children in care as indicated by the Early Years Learning Framework
- To facilitate the most appropriate placement of children according to the suitability and availability of staff
- Whenever possible to ensure parent/guardian interviews are conducted by a staff member prior to child placement either face to face or by telephone
- To place families where-ever possible according to The Commonwealth priority access criteria and to maintain a waiting list of families requiring care placing children as and when possible
- To provide information to families to enable them to make contact with the Family Assistance Office and be fully informed and able to apply for and successfully receive Child Care Scheme and other entitlements where they qualify
- To ensure families supply all required documentation including completed registration forms and immunisation statements prior to beginning care
- To carry out other duties in line with the philosophy and objectives of the organisation and as directed by the Service Manager and Business Manager– Children Services.

### Authority and Accountability

- To be Nominated Supervisor and responsible person for the service with the exception of leave approved in advance where an alternative certified supervisor is arranged
- Policy and procedures are readily available but the job holder is required to use judgement skills to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction
- Decisions made by the job holder affect the work and activities of others within the Centre

### Judgement and Problem Solving

- Problems are solved by using research, analysis, and evaluation of information, which is often not readily available. Judgement is important, as there is often no right or wrong solution
- The job holder must evaluate a variety of issues in more complicated situations. Considerable investigation and adaptive thinking will be required.

### Management Skills

- The job holder is responsible overseeing with in collaboration with Service Manager – Children Services the operations of a branch function within the council
- Seeks guidance from the Service Manager – Children Services to action in the following work areas:
  - Evaluating performance
  - Approving overtime
  - Appointing employees

### Performance Management

- The job holder approves and makes final decisions in the following work areas:
  - Assigning work activities
  - Coaching and advising
  - Identifying training needs
  - Authorising timesheets
  - Approving leave.

### Other Requirements

- This position requires attendance at meetings outside normal work hours
- This position involves working both indoor and outdoor, along with computer work. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing, along with the capacity to maintain normal manual handling tasks across the work manual handling activity
- A full functional and medical assessment is required for this position
- This position requires evidence of a current NSW Working with Children Check
- Occasional visits to external sites may be required across Council's Culcairn, Holbrook, Henty and Walla Walla Centres
- This position requires evidence of vaccination against the following infectious diseases:
  - Pertussis (Whooping Cough)
  - Measles, Mumps & Rubella (MMR)
  - Varicella (Chicken Pox)
  - Influenza (seasonal)
  - Hepatitis A.

### Authority and Accountability

- Demonstrated ability to record child observations and assist in implementing and evaluating the program.
- Decisions are either guided by practices, procedures and precedent or made in consultation with the Service Manager, Business Manager or Practice Mentor - Centres

### Judgement and Problem Solving

- The ability to assist in planning, implementing and evaluating appropriate programs for children, in cooperation with other team members, ensuring that a range of activities and experiences are provided which meet the developmental, cultural and special needs of each child
- Ability to observe children with special needs, and discuss with Early Childhood Educators
- Ability to select the most appropriate play materials, equipment, books, educational aids and all other articles to promote and maintain high quality of care and education within the Centre
- Ability to attend and schedule regular staff meetings
- Demonstrated ability to maintain a high degree of confidentiality at all times, on and off duty
- To ensure that the Centre is providing a service which meets the community and family needs
- To ensure on-going professional development by attending relevant in-service courses, workshops, and conferences; joining relevant professional organisations and reading new research and other material as available.

### Specialist Knowledge and Skills

- Sound working and demonstrated knowledge of the Early Years Learning Framework (EYLF)
- Sound knowledge of child development and experience in the application of that knowledge in the implementation of programs and routines
- General understanding and knowledge of record keeping and administrative procedures required in a Long Day Care Centre
- Working knowledge and understanding of the National Quality Framework and National Quality Standards
- Demonstrated knowledge of the day to day care of the children; including hygiene and health and safety practices and standards.

### Management Skills

- Mentoring and role model appropriate practice for Educators
- Monitor and adjust staffing in accordance to fluctuating ratios
- Be available for flexible working hours to meet the needs of the Centre
- Respond to enquiries and visitors appropriately
- Ensure all Educators breaks are taken and appropriate actions taken to ensure ratios are covered
- Management of Educators, the whole team, contractors and other visitors to the Centre
- Ensure that visitors are approved, and supervised during time at Centre
- Notice, record and respond to all maintenance and safety issues

### Interpersonal Skills

- Ability to provide support and relevant information to parents encouraging parental involvement and participation to the Centre's activities
- Demonstrated knowledge of the day to day care of the children; including hygiene and health and safety practices and standards
- Ability to work in a team environment
- High level of verbal and written communication skills, providing accurate information and appropriate referrals in a friendly and courteous manner, promoting a positive image of the Centre at all times.

## Part 3 – Skills Qualifications and Experience

### Essential Criteria for Appointment

#### Essential:

- Diploma (or working towards) in Community Services (Children's Services)
- Current First Aid Certificate (compulsory to have and maintain)
- NSW Working with Children Check Clearance
- NSW Police Check Clearance
- Current Accredited Child Protection Training
- Current Accredited Emergency Asthma Management Training (compulsory to have and maintain)
- Current Accredited Anaphylaxis Management Training (compulsory to have and maintain)

#### Desirable:

- Class C (standard) Drivers Licence
- Experience working in an early childhood setting.

## Part 4 – WHS & R Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

### RWHS Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with SafeWork NSW and other requirements
- Work towards achieving set RWHS targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the current Work Health and Safety Act and Regulations
- Participate in workplace RWHS inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any RWHS Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting RWHS Risk Assessments and in the implementation of control measures

### RWHS Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by SafeWork NSW and government Agencies
- Attending all compulsory and relevant training

### RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action

### Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment:

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees occasionally and up to periods of up to 10 minutes and to crawl to access confined spaces
- Ability to climb steps / stairs occasionally
- Capacity to stand for sustained periods
- Capacity to maintain fine hand and finger use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to alternate between sitting and standing constantly
- Ability to walk on both even and uneven ground.

### R & WHS Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by WorkCover and government Agencies
- Attending all compulsory and relevant training.

### R & WHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside your scope of responsibility or financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.



### Delegations

Nil.

### Special Conditions of Employment

- This position has been identified as “**child-related employment**” under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, structured referee reports and prior employment checks, including relevant disciplinary proceedings will be conducted on recommended applicants
- **It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.** As an applicant for a child-related employment position, you will be required to make a disclosure as to whether you are a prohibited person, that is, someone who has been convicted of a serious sex offence.

### Additional Duties

This position has been identified in the Greater Hume Council First Aid Procedure as being a First Aid Officer.

Access to a first aid kit and appropriate training and vaccination will be provided to fulfil these duties.

No allowance is paid.