



## Group Leader Position Description

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| <b>POSITION:</b>       | Group Leader               |
| <b>DEPARTMENT:</b>     | Early Learning Department  |
| <b>RESPONSIBLE TO:</b> | Director of Early Learning |
| <b>REPORTS TO:</b>     | Director of Early Learning |

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Successful applicants must hold a Diploma of Early Childhood Education and Care or ACECQA approved tertiary qualification in Early Childhood Education, Blue Card Suitability Notice and First Aide Certificate.

### Duties

In relation to the children:

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same.
- Be a passionate educator who strives for excellence in education and ensure our 'Service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework.

In relation to families

- Be courteous and helpful to the families in the Service.
- Look for opportunities to involve families in the service.
- Respect the confidentiality of all information about a child.
- Be aware of each child and their needs.
- To attend parent meetings as requested by management or parents.
- To share information with the family relating to their child and the daily activities of the Service.
- To act as a resource person for families.
- To encourage families to participate in Service decision-making and experiences.
- To regularly attend staff meetings.

In relation to colleagues:

- Implement the room's routine and the Service's procedures.
- Support the needs, supervision, health and safety of all children.
- With the guidance of the Team Leader and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standards.
- Work as a team, sharing room responsibilities, whilst providing a positive role model to all colleagues.
- Participate in the service's annual staff appraisals and staff reflection activities.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Service.
- Be familiar with the Grievance Policy and aim to discuss any concerns or incidents with the Team Leader for further support.
- Lead, oversee and guide staff in observing and planning for individual children and the total learning environment.
- Lead and collaborate with staff to ensure that the program is continually improving.



In relation to the Service:

- Maintain a sound and current understanding of the National Quality Standard and National Framework.
- Maintain a working knowledge of the Early Years Learning Framework.
- Maintain awareness of current issues in children's services.
- Demonstrate an ability to work in partnerships with families.
- Demonstrate a professional level of written and verbal communication skills.
- Maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Maintain and demonstrate an extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- Provide ongoing support and assistance as required to the Team Leader in areas of administration, program development, parent and community networking, staff professional development and training, and other areas as requested.
- Facilitate the successful implementation of the Quality Improvement Plan as per the service's routine
- Inform the Team Leader of any issue arising that may compromise the children's health, safety, or wellbeing, or the efficient operation of the service.
- Support the Educational Leader in overseeing programming that promotes commitment to continual improvement to the quality of care provided within the room.
- To follow, and guide and support room colleagues to follow housekeeping practices which ensure that equipment is maintained at an optimal level.
- To support the Team Leader in ensuring that the physical environment complies with the Education and Care Services National Regulations.
- Assist in, and provide guidance and support to room colleagues to ensure the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Assist in, and provide guidance and support to room colleagues to ensure an environment that is interesting and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)
- Assist with the successful implementation of the Quality Improvement Plan as per the Service's routine.
- Undertake all duties at the direct request of the Team Leader or the Director of Early Learning on behalf of the Principal of Sheldon College.

## Conditions of Employment

This position is subject to the provisions of the Sheldon College Certified Agreement 2018. It is expected that the successful applicant will commence duties as soon as possible.

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| <b>Salary</b>                  | Commensurate with experience.<br>Paid as per Corporate Staff Certified Agreement   |
| <b>Superannuation -</b>        | Statutory Superannuation of 9.5% will apply  |
| <b>Sick Leave -</b>            | 10 days per year   |
| <b>Annual Leave -</b>          | 4 weeks per year + 17.5% loading   |
| <b>Long Service Leave -</b>    | 1.3 weeks per completed year of service. Available after 7 completed years from commencement date.                                 |
| <b>Corporate Uniform -</b>     | All employees are required to wear Corporate Uniform which is available from the Sheldon College Uniform Shop at your own expense. |
| <b>Performance Review -</b>    | A performance review will be conducted annually  |
| <b>Working with Children -</b> | The issue of a positive notice from the Commission for Children and Young People (Blue Card)                                       |