

## Positions Vacant

### Day Care Group Leader

**Position will remain open until filled.**

#### How to Apply

**1. Cover Letter**

Provide a cover letter outlining your experience and reason for wanting to apply for this position.

**2. Selection Criteria**

Address the essential selection criteria listed in the position description

**3. Resume**

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are enrolled in)
- Computer skills and software packages, you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card (if you hold one)
- Name and contact details of two referees

**4. Submit your application by**

Applications can be emailed to [employment@napranum.qld.gov.au](mailto:employment@napranum.qld.gov.au) or delivered in person to the Napranum Council reception at 320 Wa-Tyne St Napranum.

**Please note: applications that are submitted without a cover letter or information addressing the selection criteria may not be considered.**

# Position Description

Title:	Group Leader	Classification Level	Subject to Qualification
Department	Child and Family Support Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	NECC Supervisor	Location	Napranum
Nature of Employment	Full-Time		

## PRIMARY POSITION OBJECTIVE/S

- Under the guidance of the Nominated Supervisor and the Educational Leader, lead a team in planning, organising and providing a caring developmentally appropriate, healthy, safe and positive environment in a manner consistent with the vision and mission of the Napranum Early Childhood Centre.
- Ensure practices within the centre are run in accordance with the Early Years Learning Framework (EYLF), National Quality Standards (NQS) and the National Regulations.

## NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

<b>Local Participation</b>	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
<b>Mutual Respect and Trust</b>	Building and maintaining positive relationships that are based on mutual respect and trust.
<b>Professionalism</b>	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
<b>Pride</b>	We are demonstrating our pride by connecting with the community and celebrating our successes.
<b>Listening to Our community</b>	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
<b>Accountability</b>	We are taking ownership for the decisions and actions that impact our community.
<b>Innovation and Continuous Improvement</b>	We show leadership and encourage new initiatives and a culture of continuous improvement

## JOB RESPONSIBILITIES

- To maintain confidentiality in matters relating to children, parents and staff.
- To maintain observations and records of individual children's progress, particularly those identified through staff observation.
- To take primary responsibility for program planning and implementation and for supervising the Children Services group at the NECC.
- To provide professional support, and cooperate with the Nominated Supervisor and the Educational Leader in maintaining high standards in administrative and educational programs.
- Supervise the children in your care and provide a safe environment for the children.
- Promote and show respect for the children and families of the NECC. This includes recognising and respecting the cultural and social backgrounds of the children.
- Identify and encourage children's learning and development through the recognition of interests and abilities.
- To work with the Nominated Supervisor to draw up guidelines for supervision, safety and discipline within the group.
- Be responsible for the guidance/support/direction/discipline and general supervision of staff, students and volunteers working within the Childcare service.
- To supervise the Children Services Workers and actively involve them in planning and delivery of the program.
- To attend staff meetings as convened by the Nominated Supervisor or the Educational Leader, and contribute to those meetings by sharing ideas, issues, concerns, etc.
- To implement, maintain and adhere to the Quality Improvement Plan (QIP) as directed.
- Form and maintain positive relationships with the children and families of the NECC.
- Work with fellow staff and maintain positive relationships with other team members.
- Follow the NECC's policies and procedures to ensure a safe workplace for both children and staff of the NECC. This includes adhering to the Emergency plan and reporting guidelines for any accidents/incidents or maintenance.
- To check equipment supplies regularly and keep the Nominated Supervisor informed about maintenance needs.
- To attend professional development/in service activities as may be appropriate from time to time and support other staff in their professional development.
- Ability to organise the playroom daily and maintain it in a clean orderly state.

## PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the NECC Supervisor.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon

becoming aware that they are going to be absent from work.

- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

## CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## SELECTION CRITERIA

### Prerequisite

- Studying towards or have completed Diploma of Early Childhood Education

### Essential Experience and Qualifications

- Broad experience in childcare centres as a Group Leader and or Certified Supervisor.
- Have a sound understanding of the National Quality Framework and the Early Years Learning Framework and their implementations.
- Must have experience working with children aged (6) months to (3) years.
- Ability to develop the Children's Program (reflecting Early Years Learning Framework guidelines). Write up the program, co-operating with staff and Children's needs.
- Provide leadership and management skills to all aspects of the centre as required.
- An ability to observe and interpret children's behaviour and use the information to develop programs suited to each child's developmental needs.
- Knowledge of children's emotional and developmental needs.
- Ability to obtain and retain a Working with Children Blue Card.

### Desirable

- Hold a current HLTAID004 (Provide an Emergency First Aid Response in an Education and Care Setting) Certificate or be willing to obtain one within (3) months of employment.
- Be physically fit and healthy to be able to meet requirements of the position.
- Other relevant tertiary qualifications.
- Experience working with Aboriginal and/or Torres Strait Islander children or in Indigenous communities.

## EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.