



POSITION DESCRIPTION

Early Childhood Group Leader

Position Title	Early Childhood Group Leader
Position Number	5025
Directorate	Community Development
Reports To	Director Childcare
Award Level	Group Leader 1 Year Qualified (minimum)

Position Objective

Provide leadership for the development, implementation and evaluation of a quality care and educational program for young children at the Curry Kids Early Learning Centre under the leadership of the Director Child Care.

All employees are required to abide by the policies, Code of Conduct, procedures, philosophies and all statutory requirements of Cloncurry Shire Council ("Council") and Curry Kids Early Learning Centre while providing quality care and education for young children at the Centre.

Key Responsibilities

This outlines the general duties and responsibilities of the position, but is not all encompassing:

- Formulate age appropriate and inclusive programmes in consultation with families and the Child Care Assistant that meets the child's developmental needs;
- Ensure all programmes and care conform to the Early Years Learning Framework and National Quality Framework;
- Record, monitor, evaluate and document the development of each child to develop the programme to meet each child's needs;
- Provide feedback to the Director and discuss issues of concern that could contribute to the improvement of the programme delivered to children at the centre and their families;
- Maintain open lines of communication with families about the developmental needs and interests of their children and encourage families' participation in the programmes;
- Ensure all children are directly supervised at all times as per the Supervision Policy;
- Support young children and their families at separation as per the Separation Policy;
- Develop an environment which is relaxed, home-like, aesthetically pleasing and safe and secure for children and staff to stay and work in;
- Provide direction and support for Assistants and any students in regard to the goals and programmes in place;
- Consult with the Director in relation to concerns about the functioning of a team member if the issues cannot be resolved directly with the team member concerned;
- Encourage and Support Assistants to be actively involved in the keeping of developmental records of the children in care;
- Actively participate in staff meetings and training opportunities as required;
- Share professional knowledge and expertise with other staff members while recognising and acknowledging theirs;
- Respect and encourage the individuality of each child;

- Monitor children who may be experiencing challenges and in conjunction with the Director and families the assistance of support agencies available in the community;
- Consult with the Director on any matters of concern regarding any child or their family;
- Maintain complete confidentiality regarding information of a child and their family;
- Participate in the daily preparation of materials and environment and notify the Director of any items that are unsafe or require maintenance and dispose of when necessary;
- Be accountable for the preparation of specific documentation for the running of a room;

Organisational Responsibilities:

- Comply with all Curry Kids and Council policies, procedures and legislative requirements at all times;
- Actively contribute to the Quality Improvement and Accreditation process;
- Provide a commitment to work effectively as a team member in the organisation;
- Interact with all persons internal and external to the organisation in a courteous and respectful manner at all times;
- Assist team members in understanding and responding to challenges, change and conflict;
- Ensure that all communication (written and oral) is completed in a professional and polite manner;
- Ensure the environment and materials are kept in a safe and hygienic state at all times and to ensure a routine of cleaning and safety check is developed for their group;
- Follow and practice correct fire and emergency evacuation procedures as necessary;
- Other duties as reasonably requested within the scope of the position.

Key Attributes and Experience

- Have an interest in learning early childhood development, programs, legislation and codes of practice and how they relate to the position;
- Demonstrated knowledge of cultural, social, environmental and ethical considerations that may impact on the delivery of programs.
- Demonstrated ability to support, follow and implement care and education programs as set down by the Group Leader or Director;
- Demonstrated understanding of confidentiality of information in relation to the Centre and Council as a whole.
- Effective interpersonal, written and verbal communication skill with the ability to communicate with a diverse range of people with varying levels of education and understanding;
- Demonstrated ability to work effectively individually and as part of a team;
- Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner;
- Sound understanding of Workplace Health and Safety practices relevant to the position.

Qualifications

- Completion of Certificate III or IV in Children's Services (Group Leader 1 year qualified) and proof of enrolment in AQF Diploma in Children's Services; or
- Completion of an AQF Diploma in Children's Services (Group Leader 2 year qualified); or
- Completion of an AQF Advanced Diploma or higher in Children's Services or Education (Group Leader 3 year qualified).
- Have a current First Aid, CPR and Anaphylaxis Certificate or the ability to acquire before commencement;
- Have a current Positive Notice Working with Children Blue Card or the ability to acquire before commencement.

Workplace Health and Safety Obligations for Employees and Officers

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.



Remuneration Schedule

Early Childhood Group Leader

REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Early Childhood Group Leader

This schedule commences from _____ and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package and conditions will include the following:

1. Commencement salary offered between \$51,974 and \$56,310 per annum (Dependent upon qualifications held). Salary is based between pay point 10 and 13 of the Certified Agreement.
2. Remote Area Housing Allowance paid in addition to the salary, as per Council's Certified Agreement as varied (currently \$30 per week).
3. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government superannuation scheme in accordance with the requirements of the *Local Government Act 2009*. The current rate is 9.5% of ordinary earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 2.5% of the ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions subject to conditions set down by the Australian Tax Office.
4. Five (5) weeks annual leave per annum (plus 17.5% leave loading) is available subject to sufficient accrual of entitlement and usually becomes available after 12 months of service. Accrued annual leave at any one time shall not exceed four (5) weeks.
5. A Rostered Day Off (RDO) is available each month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time shall not exceed five (5) days.
6. Ordinary hours of work are between 7:30 a.m. to 6:00 p.m. as rostered, Monday to Friday with 20 minutes paid rest pause and 30 minutes' unpaid lunch break. (8 hours less 0.4 hours towards the accrual of a monthly RDO).
7. Uniforms and protective clothing shall be supplied in accordance with Council policy.
8. All other conditions in accordance with the Cloncurry Shire Council Certified Agreement 2015 or Queensland Local Industry Award - State 2017, as varied.