

Senior Early Childhood Educator / Team leader

“Three centres, one community.”

Moreland Community Child Care Centres (MCCCC) was formed in 1988 when Mitchell Street, Tinning Street and Dunstan Reserve merged. Together the centres provide a 130 place children’s service. The service aims to maintain the friendliness of its smaller centres whilst drawing on the strengths and security provided by a larger organisation.

MCCCC is managed by a Committee of Management consisting of family representatives from each Centre, and the MCCCC Director. The Director is responsible for the overall management and coordination of the service and is supported by a Management team.

The service vision is one of community engagement, continuous improvement and innovation in our practices, programs, facilities, and all aspects of our service. We believe that education, social interactions, and community participation create and foster a life-long love of learning for children. Children’s programs are planned to be developmentally appropriate and stimulating in accordance with the Early Years Learning Framework. Cultural and social inclusiveness together with family involvement in all aspects of the centres’ activities is vital to the functioning of the service.

MCCCC acknowledge that where we stand is Wurundjeri country and in recognition we respectfully include Aboriginal pedagogy in our practice.

Our values

All employees implement MCCCC values throughout all aspects of the program and relationships with families, employees, and external agencies.



Thought • Connecting with innovation and creativity within communities encourages children to think things never thought before.



Heart • Our community is loving, friendly and family oriented. Working together we can transform society to promote equity and social justice.



Strength • The MCCCC community is strong, capable and always learning. Social interactions are regarded as the cornerstones of learning.

POSITION DETAILS			
Position Title	Room Leader		
Classification	Level dependant on experience		
Award	Moreland Community Child Care Centres Inc. Enterprise Agreement 2017 OR Victoria Early Childhood Educators Award (VECTEA 2016)		
Location	Dunstan (all staff may be allocated to any site)		
Employment type	Permanent part time – 4 days per week		
Reports to	Centre Manager / Director		
Supervises	Diploma and Certificate III educators and students		
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PROFESSIONAL ACCOUNTABILITIES	
General	<ul style="list-style-type: none"> • All educators employed by MCCCC are committed to the provision of high-quality care and education. • All educators will actively demonstrate behaviours and practices that advocate and advance early childhood education. • Professional, respectful relationships are expected between all educators, families, and the children entrusted to our care. • As a community-based organisation, there is a strong commitment to community engagement and collaboration. This must be evident throughout the program. • There is an expectation that all educators contribute to program planning in some form. • Understand the importance of professional development and advocacy of early childhood education. • Maintain, improve and broaden own professional knowledge and skills by attending professional development training as required. • Be aware of and abide by service policies and procedures • Demonstrate integrity, responsibility, respect and innovation in all aspects of the position.
Knowledge and skills	<ul style="list-style-type: none"> • Knowledge and understanding of Children's Services Regulations (Education & Care Services National Regulations) • Knowledge of Early Years Learning Framework • Knowledge of National Quality Framework
Health and Safety of staff and children	<ul style="list-style-type: none"> • To carry out their duties in a manner that does not adversely affect their own health and safety and that of others. • To ensure staff and children utilise effective health and hygiene practices. This includes ensuring a safe and stimulating physical environment where all educators and children are protected from hazards or harm. • Ensure the meeting of all regulations relating to food safety and preparation, medical management plans and risk management plans, policies, and procedures. • To report all incidents and injuries as well as co-operate with any measures introduced in the workplace to improve OH&S. • MCCCC's Occupational Health and Safety Policies and the National accreditation standards.

KEY RESPONSIBILITIES			
Position summary		<ul style="list-style-type: none"> To lead a high-quality program for the 6 month to 3 year old children that supports the social/emotional development of all children attending To support the Educational Leader To perform the duties outlined plus other duties as directed provided; such duties are within the limits of the employee's skill, competence and training. To be committed to professional development in order to maintain a high level of creativity and innovation within the children's program To foster respectful, professional relationships with all parents 	
Leadership		<ul style="list-style-type: none"> To lead a team of educators to achieve shared program goals To understand and implement the goals and outcomes of the Early Years Learning Framework. Support and empower other educators to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF, VEYLDF). To plan, implement and evaluate an educational and developmentally appropriate program for all children To efficiently organise time and prioritise tasks. To understand and implement the objectives of the service philosophy. Contribute to the review of the Quality Improvement Plan in collaboration with the Educational Leader, Centre Manager, and other educators To mentor students on placement 	
Program responsibilities		<ul style="list-style-type: none"> Ensure that all children are cared for in a safe, respectful environment which includes active supervision, positive and encouraging guidance, and an inclusive perspective Actively support every child to participate in the program and ensure that the program promotes children's agency, choices, and influence. Ensure the needs of the group, as well as the individual child are met To provide a caring and stimulating environment where the child's sense of security and positive self-esteem are nurtured To guide in a positive and encouraging manner To interact respectfully with all children and their families To provide active support to, and seek outside resources for all children, to create an inclusive environment To promote equity and equal opportunity To maintain confidentiality and demonstrate professional conduct at all times Maintain records in accordance with the service program requirements, and regulations 	
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Family engagement	<ul style="list-style-type: none"> • To foster respectful, professional relationships with all parents. • To promote a professional and positive image of the program • Keep families informed of their child's development and daily routines • Ensure families are welcomed and orientated appropriately • Be available to discuss issues, concerns or progress with families • Encourage families' involvement in all aspects of the service's activities
Teamwork	<ul style="list-style-type: none"> • Work as a professional, productive team member • Encourage knowledge sharing and skills within the team • Work in a flexible and co-operative manner • Participate actively and constructively in staff meetings
Contribute to the effective management of the Service	<ul style="list-style-type: none"> • Develop a professional and co-operative relationship with the Management Team • Report issues or concerns in a timely manner to the Centre Manager • Perform duties as requested in consultation with the management team
KEY SELECTION CRITERIA	
Qualifications and Experience	<ul style="list-style-type: none"> • Diploma trained or Bachelor of Early Childhood Education or equivalent and teaching experience • Knowledge of National Regulations • Current First Aid certificate • Current Working with Children clearance • Experience as a team leader
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of and ability to implement the Early Years Learning Framework and National Quality Framework • Demonstrated experience in planning, implementing and evaluating a developmentally appropriate and stimulating children's program • Understanding of the school-readiness objectives • Demonstrated ability to maintain and interpret children's observation records for the purposes of creating a balanced and relevant program • Ability to lead, support and mentor other staff • Understand the principles of confidentiality and discretion when relating to children, their families and other co-workers. • Ability to work successfully with a wide range of families and early childhood professionals. • Demonstrated initiative and creativity within the early childhood role.