

**POSITION:** Educational Leader  
**REPORTS TO:** Operations Manager  
**DATE UPDATED:** September 2021

## ORGANISATIONAL ENVIRONMENT

MCM (Melbourne City Mission) is a leading community services organisation that innovatively works alongside thousands of Victorians and their communities to overcome barriers experienced through Homelessness, Early Years, Disability, Palliative care, Early Childhood Intervention Services and Education.

With deep experience working with communities experiencing disadvantage, MCM advocates for systemic change, working across all sectors to sustainably disrupt such disadvantage.

Since 1854, MCM has been striving for those experiencing disadvantage to live their life, their way.

## JOB CONTEXT

Melbourne City Mission provides a range of early learning services to help with children's development in their early years including early learning centres and kindergartens providing safe and nurturing learning environments where play is used as a method of learning.

We recognise that the early years are critically important for all children and with the right supports in place they can get the best possible start in life. Our tailored supports and linkages create an integrated early years offering, making sure that the wellbeing of children who face challenges is enhanced through the services we provide.

## JOB PURPOSE

The Educational Leader will influence and promote positive outcomes for children and families in early learning education.

## JOB OBJECTIVES

**Duties of this role may include but are not limited to the following:**

- Collaborating with educators and provide curriculum direction and guidance
- Developing and implementing strategies and opportunities to support educators to effectively implement the cycle of planning to enhance programs and practices and enhance education programs
- Leading the reviews, developments and implementations of an effective educational program in the service
- Ensuring that children's learning and development are guided by the learning outcomes of the approved learning framework
- Developing educators' and families' understandings about play and leisure-based learning, and the significant of the early years in the education continuum for children.
- Drawing on educators' strengths to develop professional skills and confidence and overall professional capacity as educators
- Building a culture of professional inquiry with educators and staff members to develop professional knowledge, reflect on practice and generate new ideas.

- Building pedagogical relationships with other educators to enhance their development and incorporate 'best practice' as per industry standards.
- Leading educator meetings to motivate and engage educators in the reflections and progression of education practices and programs
- Identifying and/or developing professional development opportunities for educators to enhance early learning understanding and competency
- Ensuring that the centre practices relate to the centre philosophy, NQF and Early Years Learning Framework (EYLF)
- Maintaining the service's Quality Improvement Plan to ensure it always reflects current practices and environment
- Ensure services are delivered within the framework of MCM's policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by the Operations Manager or delegate.

## KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

<b>Internal Relationships</b>	• Operations Manager, Early Years
	• Educators and Kindergarten Teachers
	• Organisational Development
<b>External Relationships</b>	• Local Council – Early Years
	• Local Primary Schools

## KEY SELECTION CRITERIA

### Essential:

- Significant experience in an early learning educator capacity
- To create an inspirational vision for children's learning and curriculum collaboratively
- Sound knowledge of theories of early learning and development
- Comprehensive knowledge of theory relating to childhood education and care, professional standards and approved learning frameworks, and contemporary understanding of evidence-based best practice approaches to teaching and learning
- A good understanding of different learning styles to competency moderate teaching approached to meet children's different needs and abilities
- Critical thinking skills, including the ability to analyse and challenge conventional practice and ideas
- Strong communication and interpersonal skills to effectively motivate and engage others
- A willingness to mentor and support educators from diverse backgrounds and with varying levels of knowledge and experience
- A commitment to learning and participating in professional learning opportunities.

- Computer literacy to competently design and develop learning and development opportunities for children and educators.
- Satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), current Victorian Drivers Licence, and the right to work in Australia.

## ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

### **Workplace Health & Safety:**

MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

### **Client Wellbeing and Safety:**

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

### **Operational Accountability:**

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

## COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- All employees are subject to MCM's Employment Safety Screening Procedure.

## LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
<b>PARTNERSHIPS</b>	<p><b>Collaboration &amp; Cooperation</b> Seeks to find the right solution for all. Stays connected, and works together with colleagues and customers to achieve great things.</p>
<b>PARTNERSHIPS</b>	<p><b>Credibility &amp; Integrity</b> Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised being principled and as having expertise as a leader.</p>
<b>REPUTATION</b>	<p><b>Spreading the Word</b> 'Sells' rather than 'tells'. Takes every opportunity to promote MCM, its services, purpose and philosophy.</p>
<b>REPUTATION</b>	<p><b>Doing Our Best</b> Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.</p>
<b>PEOPLE</b>	<p><b>Wins Hearts &amp; Minds</b> Contributes to an environment where people want do their best work, and show commitment to the One MCM Purpose and Philosophy.</p>
<b>PEOPLE</b>	<p><b>Builds Capability &amp; Realises Potential</b> Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.</p>
<b>PEOPLE</b>	<p><b>Challenge &amp; Change</b> Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference.</p>

## OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

**Together** We are inclusive and accepting of difference.  
We work in highly effective teams and our people are connected across our organisation.  
We engage proactively with others to deliver outcomes.

**Courageous** We speak up constructively in line with our convictions.  
We pursue our goals with determination.  
We are passionate about our advocacy role.

**Curious** We are inquisitive and ask why.  
We challenge the status quo.

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We actively explore the alternatives.

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**Open**

We are transparent and have genuine, honest interactions.  
We listen and hear people's voices.  
We value and respect the autonomy of clients.  
We trust one another.

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**Accountable**

We act safely in all our interactions.  
We manage within our financial and resource boundaries.  
We own our outcomes and decisions.  
We are proud of the work that we do.