



EARLY CHILDHOOD TEAM LEADER

Appointed by: *The Board of Management Coburg Children's Centre Inc.*

Responsible to: *The Educational and Operational Co-ordinators.*

Coburg Children's Centre Inc. (CCCI) provides long day care for children aged 6 months, through to pre-school age. We offer three and four year old integrated kindergarten, 4-year-old sessional kindergarten and a bush kinder program. We pride ourselves in providing high quality child care and kindergarten services. Family support, cultural relevance, parent and community participation and sustainability, form the ethos of the everyday operations of the CCCI.

CCCI has a long history of education for sustainability and is working towards accreditation as a *"Resource Smart Accredited Early Childhood Centre"*. As such, we place a strong emphasis on all aspects of sustainability and environmental responsibility.

The Centre has developed a uniform planning and documentation system which all rooms follow.

Each room has a Team Leader and allocated team members. The duties of a Team Leader are consistent with a Level 4 employee under the *Children's Services Award 2020*. At this level a staff member will have completed a Diploma in Children's Services or equivalent, meaning only educators at Level 4 will be appointed or considered to be Team Leader or act in the Team Leader role at CCCI.

DUTIES AND RESPONSIBILITIES

Supervision:

- Coordinate the work of the team to meet all needs within a room.
- Ensure the overall cohesive running of the room.
- Set and document the room routine and determine the tasks to be allocated to each shift.
- Ensure documentation for each child and the group is complete and up to date.
- Determine the team allocation of room planning time and tasks.
- Liaise with other team leaders to negotiate use of shared spaces and equipment as appropriate.
- Meet with parents as appropriate and consult with management.
- Attend and/or present at information evenings.
- Mentor and counsel staff as appropriate.



- Keep management informed of issues related to the operation of the room or general Centre that may have, or potentially have, a negative outcome for any aspect of the Centre.
- Attend meetings as appropriate and determined by management.
- Supervise students on placement and liaise with their RTO representative.
- Ensure a Team Leader is nominated in the event of their absence.

Education:

- Implement a curriculum relevant to the individual needs and interests of the children. It is imperative that the program reflects the philosophy of the Centre, the National Quality Framework, The Early Years Learning Framework and the Victorian Early Years Learning and Development Framework.
- Embrace and meet all areas, standards and elements of the National Quality Framework.
- Ensure a working knowledge of and comply with the current Education and Care Services National Regulations and the Education and Care Services National Law Act.
- Actively contribute to the current program and understand the role of the educator in the program at any given time.
- Maintain essential records of children's learning and development and the program.
- Discuss with other educators the specific needs of children/families enrolled at the Centre.
- Work co-operatively as a team member of a multi-disciplinary team providing leadership as appropriate.
- Ensure a healthy, safe and welcoming environment.
- Encourage parent involvement in developing and implementing the program.
- Support parents and communicate effectively with families regarding their child/children's learning and development, and share relevant records with parents. This may include being involved in parent/educator meetings as requested or required.
- Attend and contribute to meetings and professional development as requested/required.
- Link with relevant early childhood support and professional services/organisations and liaise with other professionals as appropriate.
- Attend meetings at outside organisations, as appropriate to the role.
- Support students on placement and assist them in meeting the requirements of their field placement tasks.
- Maintain a working knowledge of the Parent Manual, Staff Manual and the Centre's website and use this information to accurately convey an understanding of the programs and operations of the Centre with families and peers.
- Develop an understanding and respect for the different cultures, values and abilities of the families and staff at the Centre.



QUALIFICATIONS AND SKILLS

- A diploma qualification that is equivalent to a minimum of 2 years full time Early Childhood training.
- Skills in program planning development, implementation and evaluation.
- Ability to work in a multi-disciplinary environment.
- Ability to work effectively as part of a team.
- Awareness and acceptance of diverse cultures and abilities, and a demonstrated capacity to develop an inclusive program.
- Sound and respectful communication and interpersonal skills particularly in relation to children, families and staff.
- Appropriate leadership and mentoring skills. Sensible initiative is expected in all staff at the Centre.
- A working knowledge of the National Quality Framework including the assessment process, The Early Years Learning Framework and the Victorian Early Years Learning and Development Framework.
- Good time management skills.
- A friendly and positive disposition and a genuine love of working with children.

SALARY AND CONDITIONS

Team leaders are paid as per the salary and conditions of the Children's Services Modern Award. Team leaders receive an allowance, as per Coburg Children's Centre Team Leader Allowance policy (see attached).

PROBATION PERIOD

The appointment will be subject to a 6-month satisfactory probationary period.

Coburg Children's Centre is a Smoke Free working environment and is an Equal Opportunity Employer



TEAM LEADER ALLOWANCE POLICY

Purpose

From the 1st of July 2021, employees employed by Coburg Children's Centre as Team Leaders will be provided an allowance of \$15.00 per day which is in addition to the employment conditions provided to them by the *Children Services Award 2020*. Although the Award provides that employees at Level 4 can coordinate rooms, the Board has deemed it appropriate to recognise the additional responsibilities undertaken by employees working as a Team Leaders.

This policy sets out how the entitlement operates.

Policy

- ⇒ Team Leader shifts will be clearly identified on each day's roster.
- ⇒ The allowance will be paid to Team Leaders during periods of authorised paid leave (i.e. sick leave, annual leave, long service leave and rostered days off).
- ⇒ Superannuation will be payable on the allowance.

Employees temporarily appointed as Team Leaders

- ⇒ When a permanent Team Leader is absent for a whole day for which they were rostered to work, a team member allocated to that room will be nominated to step into the team leader position and be paid the team leader allowance on a per day basis.
- ⇒ Team members will be required to sign the roster to accept that they are the Team Leader and will be paid the allowance for the day/days as identified on the roster.
- ⇒ The Team Leader Allowance will not be paid for part of a day or for days when the permanent Team Leader is in the Centre but not working on the floor – e.g. planning days, lunch breaks, leaves early or starts late etc.
- ⇒ Staff have the opportunity via the Staff Development Scheme to express a desire to be considered for permanent Team Leader positions as they become vacant.