

## Position Description

<b>Position:</b>	OSHC - Room Leader
<b>Incumbent:</b>	Vacant
<b>Key Result Area:</b>	Community Wellbeing
<b>Classification:</b>	Band 4
<b>Award name:</b>	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2018
<b>Employment type:</b>	Part time
<b>Employment term:</b>	Permanent
<b>Worksite location:</b>	Tallangatta Early Years Learning Centre
<b>Reports to:</b>	Area Coordinator Tallangatta Bellbridge
<b>Approved by:</b>	Acting Chief Executive Officer
<b>Date approved:</b>	July 2023
<b>Document type:</b>	Position Description
<b>Reference:</b>	Personnel

### BACKGROUND

Towong Shire Council is committed to ensuring that every child has the best start in life by participating in high quality Outside of School Hours (OSHC) education and care. Our commitment is demonstrated by our extensive service provision across the municipality, inclusive of childcare, preschool (both three- and four-year-old), outside of school hours care and playgroups.

### POSITION OBJECTIVES

- Provide a high standard educational program to meet the needs of children attending the Service.
- Provide effective and efficient leadership, support and coordination of the Outside of School Hours educator team
- Coordinate early years services in line with relevant policies and procedures, legislative requirements, and the National Quality Framework (NQF).
- Work alongside the Centre Manager to deliver quality services for the Towong Shire.

### KEY RESPONSIBILITIES & DUTIES

- Plan, implement and evaluate an appropriate educational program to meet the needs of children attending the Early Years Centre as required.
- Ensure the outcomes and reporting requirements for National Quality Framework (NQF), My Time Our Place Framework, Victorian Early Years Learning and Development Framework (VEYLDF) and all other relevant regulations are met.

- Ensure requirements for funding agreements with government departments or agencies are met.
- Continuously develop and improve outcomes of the Quality Improvement Plan (QIP).
- Support the development of the OSCH team through regular staff meetings and the implementation of fortnightly intentional teaching learning programs.
- Have an understanding of integrated practices to enhance children’s learning outcomes.
- Ensure the delivery of high-quality programs and practices that provide a safe, nurturing, stimulating and engaging environment for all children of all abilities.
- Support staff to keep all parents informed of the OSHC program by documenting and displaying the program, outlining the learning objectives and goals of the program and actively seeking input from parents into program development.
- Encourage and involve parents in all aspects of their child's early years education experience by encouraging and involving them in the early years programming and through the Parent Committee.
- Improve professional knowledge and skills by attending relevant training programs throughout the year, ensuring implementation of increased skills.

## **OTHER WORK REQUIREMENTS**

### **General**

- Demonstrate positive and supportive behaviours, consistent with Council’s values, towards all children, families, volunteers, staff, contractors and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.
- Continually improve the quality of service and operating systems of our services.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.
- Create and capture full and accurate records of your work-related decisions and activities in Towong’s Corporate Management System.

### **Community Engagement and Customer Care**

- Provide a high level of customer service consistent with Council values.
- Promote the service within the community so that its aims and objectives are clearly understood.
- Work with the Centre Manager to coordinate community connectivity and learning opportunities that meet the requirements of the QIP.

### **Emergency Management**

- Observe and contribute to the Emergency Management Plan utilising the Department of Education and Training template and guidelines.
- Actively participate in and contribute to Council’s Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

## **Risk Management**

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

## **Occupational Health and Safety**

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.

## **Other**

- Fulfill any other duties as directed by the Centre Manager or Co-ordinator Early Years Services that are reasonably within the limits of the employee's skills, competence and training.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Under the guidance of the Centre Manager or Coordinator Early Years Services, authority is within the constraints of standards and procedures.
- Undertake all responsibilities of the "Nominated Supervisor" to manage and control the service in accordance with the National Education and Care Services National Regulations and Act.
- Act as the responsible supervisor as appropriately required, delivering the offered education program under the supervisor of the Teacher and/or Coordinator Early Years Services.
- Support the team within the standards of the National Quality Framework and aim for excellence.
- Make recommendations to centre manager on procedures.
- Make recommendations regarding children's progress and any additional resources required for a child and action as directed.

## **JUDGMENT AND DECISION MAKING SKILLS**

- A high level of judgment and decision making is required within the accountability and extent of authority of the position.
- Guidance and advice is always available within time to make a decision.

## **MANAGEMENT SKILLS**

- Provide support in building a teamwork ethos through the support of staff, students and volunteers within the Centre and active participation in regular staff meetings.
- Support and guide educators to ensure that the educational program is properly implemented and where required provide employees under supervision with on-the-job training and guidance.

- Ability to manage one's own work, time and priorities to achieve specific and set objectives in the most efficient way possible within the time and resources available and seek workload management support when required.
- Assist the development of procedures.
- Understand risk, compliance and quality assurance and report issues that do not meet organisational and legal requirements.
- Maintain staff records and training attendance.

### **INTERPERSONAL SKILLS**

- Excellent written and oral skills.
- Ability to work as a team member and maintain effective communication with staff.
- Ability to communicate within all levels of Council, community and external sources as required.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Conceptual skills and knowledge to develop and deliver appropriate educational programs and teaching methods that align with the NQF and My Time Our Place Framework and enable methods and intentional learning programs to be prepared for the teaching sessions.
- Practical teaching skills and knowledge which enable school aged children to learn as effectively as possible and in accordance with their ability.
- Sound knowledge of current child development and the planning and assessment of school aged children.
- Ability to operate planning, organising and teaching aids.
- Sound knowledge of local community services, programs and services relevant to young children and families.
- Excellent understanding of policies, principles and regulations relevant to the provision of the service.
- Sound administration skills including proficiency with working within relevant software, including the OWNA program.

### **QUALIFICATION AND EXPERIENCE**

- Minimum Diploma of Early Childhood Education (Bachelor of Teaching (Early Childhood), Bachelor Early Childhood Education highly regarded) with experience and proven ability in working within a OSHC environment.
- Experience in, and extensive knowledge of the National Quality Framework.
- Experience working in a OSHC open plan and transitional staffing setting (preferable).
- Experience in a supervisory or leadership position (preferable).
- Satisfactory Police and Working with Children Check.

### **SELECTION CRITERIA**

1. Successful completion of Diploma of Early Childhood Education (minimum) with experience and proven ability in working within a OSHC environment.
2. Excellent understanding of and ability to apply and adopt, relevant policies, standards and regulations, into the teaching program.
3. Sound knowledge of the issues and needs that affect young children and their families, and experience in applying strategies to support inclusive practice and positive outcomes for children.
4. Experience in providing a positive team culture through leadership and staff management.
5. Strong organisational skills and the ability to prioritise work.
6. Excellent oral and written communication skills.

**PHYSICAL WORKING CONDITIONS**

Posture/Activity	Frequency			
	Not required or rarely required	Occasional <30% of the workday	Frequent 31%-65% of the workday	Frequent 31%-65% of the workday
Sit		X		
Stand/Walk			X	
Bend			X	
Squat			X	
Kneel			X	
Reach above shoulder		X		
Use arms/hands				X
Lift – sedentary (0-4.5kg)			X	
Lift – light (<9kg)		X		
Lift – medium (9kg – 22kg)		X		
Lift – heavy (>22kg)	X			
Neck movement				X
<b>Other</b>				
Drive or operate vehicles/plant	X			
<b>Environment</b>				
Working Outdoors			X	

**Approval**

This position description has been approved by the Chief Executive Officer.



**Rachel Gadd**

Acting Chief Executive Officer

**Date:** 28 July 2023

**Acceptance of position description**

I, ....., have read and accept the conditions of the Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.

I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.

Signature:

Date: