

## Position Description



<b>Position Title:</b>	Toddler Group Leader
<b>Date:</b>	March 2021
<b>Department:</b>	Community Services
<b>Supervisor:</b>	Early Learning Centre Director
<b>Remuneration:</b>	As per Contract of Employment
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Award Allowances:</b>	As per Contract of Employment
<b>Agreement:</b>	N/A

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### OBJECTIVE OF THE POSITION

The Toddler Group Leader will oversee the Toddler Room at our 21 place Early Learning Centre, they will implement the planning cycle and plan for the individual needs of children aged 12 months-2 years. They will assist in the day to day organisation of the Centre to ensure high standards of care, education, safety and well-being of children, staff, families and visitors to the Centre.

### ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships including Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

#### Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

#### To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability

- ✓ Improve financial security

## **ROLE OF DEPARTMENT**

Julia Creek Early Learning Centre aims to;

- Provide a warm, nurturing and inviting environment that accommodates each individual child and family's needs;
- Provide qualified, caring and enthusiastic Educators who will nurture each child's learning, thinking and development;
- Undertake to ensure each child settles happily and contentedly into the groups and program of the centre and that each child is nurtured and supported to develop through learning environments that cater for individual needs;
- Provide an educational play based program that caters for each individual child's development as outlined in the Early Years Learning Framework Outcomes, Principles and Practices;
- Promote and implement a program that incorporates sustainability into our everyday practice; provide an inclusive program enhancing children's awareness of, and respect for cultural differences and similarities and the role all people can provide to the community and / or the Centre;
- Engage in reflective practice so as to reflect on our actions so as to ensure all Educators participate in a process of continuous learning; nurture the belief that parents are the child's first educators and encourage parental participation and input at all times, whilst respecting individual lifestyles, values and beliefs, and their rights and opinions;
- Acknowledge that children learn about themselves and construct their own identity within the context of their families and communities and will provide, promote and welcome opportunities for community involvement.
- Create an inquiry based environment that encourages risk taking, questioning, exploration, independence, responsibility and freedom to discover

## **DUTIES AND RESPONSIBILITIES**

- Oversee and Implement the programming, planning, implementation and evaluation of the Toddler Room program in consultation with Educational Leader, other staff, families and children; through our online documentation platform, Storypark
- Assist in the planning and preparing of the indoor and outdoor environment.
- Assist with the cleaning of the facility, contents and as directed.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.
- Work cooperatively, ethically and respectfully with other Educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Ensure all practices are in accordance with the NQF and reflect the philosophy, policies and procedures of the service.
- Attend professional development opportunities and network meetings as appropriate or as directed by Director/Coordinator.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the Director/ Educational Leader.
- To interact respectfully with all children and their families.

- To provide active support to, and seek outside resources for all children, especially those with additional needs.
- To be aware of and prepared to learn about different cultures and incorporate multiculturalism into the program.
- 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.
- To assist parents to feel welcome and confident leaving their child in our care.
- To promote a professional and positive image of the program.
- Encourage parental involvement in all aspects of the service's activities.
- Perform duties as requested in consultation with the Director and Educational Leader.

### **PERFORMANCE INDICATORS**

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Early Learning Centre Director;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality, Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Management Responsibilities:	NIL
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies
Expenditure:	Refer to Councils Procurement Policy

### **WORKPLACE HEALTH & SAFETY**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

## **SELECTION CRITERIA**

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### **SC 1. Skills & Requirements**

- Demonstrated ability to engage in effective relationships with families, staff and the wider community
- Ability to present a positive image of Council;
- Ability to work autonomously and in team environment;
- Ability to use technology in day to day work life i.e. Storypark, Word, Excel, Cloud based programs

### **SC 2. Qualifications/Experience**

- Diploma in Children's Services
- Current Working with Children Blue Card
- Current First Aid, CPR, Asthma and Anaphylaxis Certificates

### **SC 3. Knowledge**

- Knowledge of the Early Years Learning Framework Principles, Practices and Learning Outcomes
- Experience implementing the documentation and planning cycle
- A working knowledge of the Workplace, Health and Safety Act 2011;