



POSITION DESCRIPTION EDUCATIONAL LEADER

This position description is specific to educators employed in the role of Educational Leader. It combines with the position description for Early Years Teacher and if relevant the Nominated Supervisor.

P O S I T I O N O B J E C T I V E S

- To act as an educational leader for educators at the service, leading the implementation of the educational program and ensuring that clear goals for teaching and learning within the educator team are developed through a collaborative vision with regard to curriculum and pedagogy
 - To be active and passionate about early years learning theories and curriculum and to share this expertise to inspire co-educators to strive for continuous improvement.
 - To respond to, the various teaching and learning styles of educators and children.
 - To be a positive and enthusiastic mentor and coach to all co-educators, supporting continuous learning and reflection of educators.
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O R G A N I S A T I O N A L R E L A T I O N S H I P S

Responsible to:

- The position is directly accountable to the Shine Bright EYM Head Office, Early Years Advisors and the Chief Executive Officer.
- The Early Childhood Educational Leader may also have the role of the Nominated Supervisor. Where this role is not undertaken by the same educator the Educational Leader is responsible to the Nominated Supervisor.

Liaison with:

- The service Nominated Supervisor, Shine Bright EYM Head Office, parents and local community
 - The service teachers, co-educators, volunteers and students at the service.
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Q U A L I F I C A T I O N S A N D E X P E R I E N C E

Mandatory:

- As required for Early Education Teacher
- Experience within the early childhood education field
- A passion for upholding professional conduct.
- A thorough knowledge of current research and theories in early childhood and an interest in collaborative professional learning
- The ability to work with colleagues; leading and being part of reflective discussions about practice, implementing the learning framework, documenting team goals that demonstrate deep understanding of children's development and learning

- Having a comprehensive knowledge of and an ability to respond to, the various teaching and learning styles of educators and children.
- A high level of communication skill to ensure clear and adequate discussion with and between educators, coaching and mentoring other educators in quality practice
- Ability to take a lead role in promotion of the program and learning opportunities to families and community and ensure their involvement in program evaluation

Desirable:

- The ability to promote and sustain a collaborative work ethic where staff both challenge and support each other to critically reflect on practice, continuously review and develop skills to improve practice and promote relationships within a positive organisational culture
- Demonstrated effective time management skills

K E Y R E S P O N S I B I L I T I E S A N D D U T I E S

- Establish and maintain positive working relationships with colleagues that are fair, professional, supportive and respectful.
- Mentoring and coaching individual members of the staff team at the service to support a process of continuous enquiry and improvement
- If overseeing another teacher, regular scheduled meetings should be held with each teacher. Rostered time should be grouped to enable regular quality discussions throughout the term. These mentoring/coaching sessions are to be documented and filed, and available to be shared with Advisor when requested.
- Leading the implementation and critical reflection of the educational program, ensuring that clear goals for teaching and learning within the staff team are developed through a collaborative vision with regard to curriculum and pedagogy.
- To work in a co-operative manner with Shine Bright EYM Head Office ensuring open communication on all issues pertaining to the program of the kindergarten.
- To actively encourage parent involvement in the kindergarten program.
- To ensure regular review of the educational philosophy in conjunction with the all educators.
- Staff Appraisals Procedure to be conducted with all educators as per the Staff Appraisal Procedure.
- New Educator Probation Appraisal
- Oversee excursions and service events to ensure that they are appropriate and meet the needs/interests of the children and families at the service.
- Interview new staff (with Shine Bright EYM Head Office) as required.
- Other duties may be required as directed by the Nominated Supervisor and Shine Bright EYM Head Office.

T I M E A L L O C A T I O N F O R R O L E

Shine Bright EYM will employ an educator in the Educational Leader role allocating paid additional time above the provisions in the VECTEA 2016 as follows:

- 0.5 hours per week per teacher they oversee in the staff team at their service.

This allocation will remain in place until such time as a new Enterprise bargaining agreement is finalised for early childhood teachers and assistants. Shine Bright EYM maintains the right to withdraw this allocation at the time of the implementation of the new agreement.