POSITION DESCRIPTION – GROUP LEADER

POSITION TITLE: GROUP LEADER

SECTION: EARLY LEARNING & CARE

REPORTS TO: LONG DAY CARE CENTRE DIRECTOR

DATE: 2016

All employees in Catholic Education – Diocese of Rockhampton demonstrate an understanding of, and a commitment to, the ethos of Catholic education.

QUALIFICATIONS & REQUIREMENTS

Relevant Award

Children’s Services Award 2010

Relevant Legislation


Essential Qualifications/ Requirements

2. Current Suitability Card & Positive Notice Letter or Exemption Card
3. Senior First Aid, CPR, Anaphylaxis and Asthma Training Certificate (or willing to obtain)

POSITIVE RELATIONSHIPS

This position reports directly to the Long Day Care Centre Director. Appropriate relationships also include children and families, employees, Early Learning & Care Coordinator, clergy, the parish, the wider community (including the adjoining school personnel), Assistant Director Schools, Assistant Director Administration and the Director Catholic Education.

CATHOLIC ETHOS

Demonstration of the Catholic Ethos through Christian witness, fostering the religious life of the centre and the promotion of Gospel values

Contributes to the development, articulation and alignment of the Vision, Mission and strategic goals of the centre; Demonstrates an ongoing commitment to the Quality Improvement Plan and Assessment and Rating Process and Catholic Education goals and initiatives

EDUCATION & CARE

Develops, implements and monitors high quality teaching and learning programs; Implements the Spirituality in the Early Years program, the Early Years Learning Framework and the Child Safety Curriculum (Early Years) within the centre
The key duties include but are not limited to:

Respecting and valuing a child’s expertise, community, family and social contexts, cultural traditions and understandings and home language/s

Providing a program that responds to each child’s wellbeing, positive sense of identity and confidence as a learner and participant

Modelling for children the Catholic Education Diocese of Rockhampton’s Code of Conduct

Ensuring the health and safety of the children in their care, including appropriately supervising children at all times

Administering first aid and medication, when required and fulfilling all associated legislative requirements

Fulfilling all requirements and documentation as outlined in the Education and Care Services National Law Act 2010 & Education and Care Services National Regulations 2011

Ensuring an awareness of and an adherence to legislative requirements, relevant awards and agreements, the Catholic Education and Centre Policy and Procedures, the Catholic Education Child Protection Guidelines, the Catholic Education Code of Conduct, the Catholic Education IT Protocol and the Catholic Education Media Protocols

In respect to children, the Group Leader is required, but not limited to:

Creating environments that respond to children’s individual personalities, wellbeing, dispositions for learning, strengths, abilities, interests and multiple ways of learning

Resourcing and challenging children as they explore and develop their ideas

Keeping accurate records of individual children to support future planning

Facilitating play, leisure and learning as initiated by the children

Following the Catholic Education Diocese of Rockhampton’s Inclusive Practices in Catholic Schools and Colleges policy.

In respect to families, the Group Leader is required, but not limited to:

Demonstrating effective partnerships with families and the wider community (including adjoining school and parish) through open and regular communication

Sharing with families their child’s involvement in activities

Informing and collaborating with all stakeholders to produce family-centred policies

Regularly informing families as to their entitlements, commitments and obligations
In respect to colleagues, the Group Leader is required, but not limited to:

Maintaining effective teamwork relationships with all colleagues, students and visiting personnel

Guiding and supporting assistants, students on field placement, volunteers and other personnel in best practices

Networking with other professionals and support services

Liaising with the Early Learning & Care Coordinator and other Catholic Education personnel

In respect to health & safety, the Group Leader is required, but not limited to:

Ensuring compliance with the service’s Workplace Health & Safety Policy and Procedures

In respect to professional knowledge, skills and dispositions the Group Leader is required, but not limited to:

Demonstrating an ability to plan, implement and critically reflect, collaboratively with and for individual children

Documenting evidence of children’s wellbeing, unique qualities, abilities and interests, development and learning

Demonstrating appropriate interpersonal oral and written communication skills

Promoting social justice and equity through an attitude of acceptance and respect for all children and their families, including those with additional needs and those of all cultures

Demonstrating a commitment to continuing professional development

Participating in daily preparation and cleaning of materials and the environment

Implementing a balanced and child-centred daily routine

In respect to administration, the Group Leader is required, but not limited to:

Entering, maintaining and submitting appropriate, accurate data and records (including attendances etc.) as required