



bestchance is the operating name of Child & Family Care Network Inc.

### Position Description for Activity Group Leader

Position details	
Position title:	Activity Group Leader
Reports to:	Early Years Advisor
Location:	bestchance Early Years Managed Kindergarten
Program:	Early Years Management
Employment type:	Current VECTEA

bestchance Context
<p><b>bestchance</b> Child Family Care is an independent, not-for-profit, community organisation located in Glen Waverley.</p> <p><b>bestchance</b> adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services at the one complex.</p> <p>The range of programs delivered include Child Care, Early Childhood Intervention, Parent and Child Support, Training, Community Support and Cheshire, an independent, primary school for children with social, emotional and learning difficulties. These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.</p> <p>bestchance also works in partnership with Parent Advisory Groups in kindergartens.</p> <p>Refer to <a href="http://www.bestchance.org.au">www.bestchance.org.au</a> for further information about bestchance Child Family Care and bestchance Training.</p> <p><b>bestchance</b> is a child safe and equal opportunity employer, and all work places are smoke free environments.</p>

Position objectives
<p>Use a strength-based, family-centred approach to deliver an education and care program appropriate to the individual needs of children and families. In particular:</p> <ul style="list-style-type: none"><li>• To plan and implement quality programs for children responding to individual strengths and interests of children using an approved curriculum framework as the platform for planning, practice and reflection</li><li>• Fulfil the role of Certified supervisor as required by <b>bestchance</b> (see Attachment 1)</li><li>• Be familiar with, understand and act in accordance with the following:<ul style="list-style-type: none"><li>▪ The Education and Care Services National Regulations 2011</li><li>▪ The Education and Care Services National Law Act 2010</li><li>▪ Occupational Health and Safety Act 2004</li><li>▪ The Australian Early Childhood Code of Ethics</li></ul></li></ul>

- **bestchance** Child Family Care Policies and Procedures
- **bestchance** People Principles
- Create and maintain a safe environment that enhances children’s autonomy, initiative, self-worth and dignity
- Maintain confidentiality of all information within the kindergarten team and information from families
- Attend meetings and professional development when required by **bestchance**
- Attend Open Days and Kindergarten events as required

**Specific responsibilities**

**Specific responsibilities in relation to:**

**Children**

- Implement high quality educational programs and daily routines for individuals and groups based on the strengths and interests of the children in the kindergarten
- Create a safe and welcoming environment for the children and families attending the kindergarten and ensure every reasonable precaution is taken to protect children from hazard
- Prepare and reset activities and learning experiences alongside the Assistant Educator
- Work with individuals and groups of children
- Establish and maintain records and documentation as required
- Attend to the physical, social and emotional needs of the children as required.

**Families**

- Develop positive relationships and effective communication with families based on mutual respect
- Consult with families on issues of children’s development and programming
- Relate sensitively to people, approaching each child & family with equity
- Ensure interactions with children and families reflect the Service Philosophy and **bestchance** policies and procedures
- Maintain confidentiality on all issues relating to children and families and comply with the **bestchance** Early Years Management 's Privacy and Confidentiality Procedure

**Staff**

- Work as a member of a cooperative and professional team to maintain and continuously improve the standard of the service
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Be actively involved in the quality assurance process for the kindergarten
- Participate in the **bestchance** Performance Enhancement Cycle
- Propose relevant professional development and training needs, and to attend and participate in all staff meetings and professional development activities, as approved or requested by **bestchance**
- Work safely in the workplace being mindful of OHS practices and procedures
- Ensure correct safety procedures are followed, including when lifting heavy objects.
- Accurately and promptly communicate all messages and report all serious incidents, complaints and issues to **bestchance**

**Relationship with Parent Advisory Groups**

- Present the **bestchance** organisation positively in all interactions with the Parent Advisory Group

**bestchance**

- Work in a cooperative and respectful manner with other **bestchance** staff, ensuring open communication
- Work professionally towards resolution of any conflict that may arise
- Attend meetings and professional development when required, outside normal working hours, with appropriate notice and remuneration in accordance with the Agreement, if directed by **bestchance**

*May be responsible for supervising and/or supporting a volunteer who is assisting in the program*

**Qualifications and Experience**

- Minimum: Approved Diploma in Education and Care qualification
- A satisfactory current Criminal Check and a current Working With Children Check
- Current First Aid, Anaphylaxis, Auto-immune device, Asthma and CPR training
- Demonstrated experience in a kindergarten environment, working within the strength-based and family centred approach
- Experience in using Microsoft Word and Outlook

**Key Selection Criteria**

**The following are the core competencies required to take the key responsibilities of the position of Activity Group Leader and are the primary basis for the short listing and selection of preferred candidates**

The Activity Group Leader must hold suitable qualifications to be recognised as a qualified staff member under the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010.

- Demonstrated knowledge and ability to work within a child centred play-based program
- Demonstrated skills to engage to engage with children and establish and maintain quality interactions
- Demonstrated ability to use children's interests and strengths when providing a program
- Aligning work with children to approved Frameworks and best practice in early childhood pedagogy
- Ability to work under direction of a teacher educator, to work independently and show initiative
- Demonstrated ability to work as part of a team
- Strong interpersonal skills; ability to communicate effectively with children, families and professionals
- Personal qualities aligned to **bestchance** People Principles
  - behave honestly and with integrity
  - treat people with integrity and respect
  - work in a holistic and collaborative manner
  - respect authority and the law and act accordingly
  - use the resources of **bestchance** responsibly and in the best interests of the organisation and its reputation
- Be responsible for their actions and accountable for their consequences
- Professional attitude and presentation

## Position Dimensions

### Liaisons

- **bestchance** Early Years Advisors and Early Years Management team
- Kindergarten teacher educators
- Kindergarten assistant educators
- Families accessing the kindergarten
- Other professionals engaged with children's services

I acknowledge receipt of a copy of this Position Description as an enclosure with **bestchance's** letter of offer.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_