

POSITION DESCRIPTION

Date	January 2021
Position Title	Early Years Pedagogy Advisor
Reports to (position title)	General Manager, Early Years
Department	Early Years

Organisational Context

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance 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. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist 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.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

The purpose of this position is initiate and support a culture of contemporary early childhood practice and pedagogy across our early education and care services, including kindergarten, family day care and child care programs. The Early Years Pedagogy Advisor will be a part of the Early Years Leadership Team.

PRIMARY OBJECTIVES

This position supports and guides the Early Years Team Leaders, FDC Coordinators, Early Years Advisors (EYAs) and service based Educational Leaders (ELs) to oversee consistently high quality practices that contribute to positive outcomes for all children as defined in the Victorian Early Years Learning and Development Framework.

KEY RESULT AREAS AND RESPONSIBILITIES

Program and Practice Support

- Build the capacity of Early Years Team Leaders, EYAs, FDC Coordinators, ELs and others working with children and families to assess and deliver evidence-based practices. Support and work with the Early Years Leadership team to implement projects such as school readiness, diversity/inclusion, child safe and reforms such as funded three year old kindergarten and information sharing.
- As a member of the Early Years Leadership team, support and contribute to an integrated and collaborative approach across the organisation's multi-disciplinary teams to develop joint service plans and increase internal program referrals.
- As a member of the Early Years Leadership Team, build and embed a positive and productive team culture that contributes to best practice service delivery supporting the achievement of the organisations vision.
- Support the Early Years Advisors, Early Years Team Leaders and centre based Educational Leaders as required with the ongoing development of Quality Improvement Plans and high quality service provision that meet targets and Assessment and Ratings results.
- Provide regular reporting to the General Manager relevant to early years programs.

People Management

- Provide leadership and direction to staff in achieving program goals and objectives.
- Respond to concerns in a timely manner and refer significant and/or unresolved issues to the General Manager Early Years Service.
- Plan and facilitate regular team meetings to encourage staff involvement, contribution of ideas and suggestions to drive continuous and quality improvement.
- oversee the provision of educational leaders meetings across bestchance sites.
- As part of the Early Years Leadership Team, ensure all educators understand their responsibilities in regards to Child Safe Standards, Mandatory Reporting, equal employment opportunity, OH&S obligations and other bestchance policies and procedures.

Organisational Expectations

- The Early Years Pedagogy Advisor will work and collaborate with colleagues, business partners and external stakeholders in maintaining a professional approach to work, ensuring standards of performance reflect the bestchance philosophy, guidelines, policies and procedures.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Demonstrate dedication and commitment to work in accordance with bestchance values and behaviours.
- Actively assess, manage and where possible mitigate workplace risk including Work health and safety risk, risk to educators and children, reputational risk and personal risk.
- As a member of the Early Years Leadership Team, identify and attend relevant professional training sessions.

KEY SELECTION CRITERIA

- Relevant tertiary qualification
- Hold current VIT registration as an Early Childhood Teacher
- Current driver's license
- Additional qualifications and experience in Leadership, Management, Training and Assessment, Research, Coaching or other relevant areas of expertise may be an advantage.
- Extensive knowledge of the National Quality Framework and the approved learning framework/s
- Proven track record of leading and managing Early Years teams, providing strong guidance to staff and external key stakeholders.
- A team player with proven ability to build excellent relationships with a wide range of stakeholders
- Solutions focused with well-developed liaison and negotiation skills

- Excellent customer service, people and influencing capabilities.
- Proven ability to independently manage complex workloads
- Ability to work independently and co-operatively in a team environment, with an innovative, supportive and flexible approach to work
- Ability to work effectively with external agencies and government bodies.

SIGNATURE

Early Years Pedagogy Advisor:	Name:	
	Signature:	
	Date:	