

POSITION DESCRIPTION

Coordinator – Family Day Care

Position details	
Position title:	Coordinator – Family Day Care
Reports to:	Team Manager – Family Day Care
Location:	583 Ferntree Gully Road, Glen Waverley VIC 3150 / 2/254 Canterbury Rd, Bayswater North VIC 3153 / 48 John Street Pakenham VIC 3810
Program:	Family Day Care
Employment type:	Permanent/Maximum term/Casual
Employment Status	Full time/Part time

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 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.

Position Purpose

The purpose of this position is to provide leadership and support using a strength-based approach to bestchance Family Day Care Educators

As a member of the bestchance Family Day Care team, reporting to and assisting the Team Manager in supporting delivery of a high quality early childhood service responsive to the needs of the community including, but not limited to the following:

- Lead and guide Family Day Care Educators to ensure that all aspects of the National Quality Framework are implemented with a focus on continuous practice improvement; support Family Day Care Educators in working towards achieving high quality in all seven quality areas as defined in the National Quality Standards
- Support Educators to implement the principles and practices of an approved learning framework (Victorian Early Years Learning and Development Framework, National Early Years Learning Framework)
- Assist in service planning and implementation of service developments consistent with the bestchance Strategic Plan, DET legislation, Victorian and National government
- Provide advice and support to Family Day Care Educators to ensure that programs are inclusive and meet the needs of all children and families
- Ensure Family Day Care outcomes at an operational level are consistent with set objectives and goals; initiate performance improvement as required and deliver professional development to Educators

Ensure Family Day Care Educators operate within the requirements of the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 and the policy and procedures of the bestchance Family Day Care program.

Key Result Areas (KRAs) and Key Responsibilities (KRs)

(a) Legislative, Accreditation and Organisation Requirements

- Maintain knowledge and understanding of, and at all times act in accordance with:
 - **bestchance** Child Family Care Policy and Procedures
 - **bestchance** Family day Care Policy and Procedures

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004
- The Australian Early Childhood Code of Ethics
- National Quality Framework and National Quality Standards

b) People Management

- Participate in the recruitment, selection and induction of Educators ensuring processes followed are consistent with **bestchance** policy and procedures
- Ensure that newly recruited Educators, are effectively inducted into the program and provided with ongoing support and development opportunities
- Provide leadership and management, ensuring effective development of Educator's capabilities through engaging all parties in critical reflection and providing feedback.
- Encourage Educators to engage with professionals from other services and programs to ensure the provision of integrated services in accordance with the **bestchance** operating philosophy.
- Contribute to the development of policies and procedures and support their implementation to facilitate an efficient, effective and sustainable service in keeping with the Education and Care National Law Regulations, National Early Years Learning Framework and the Victorian Early Years Learning and Development Framework
- Supervise and support Educators in carrying out their roles, co-ordinate their professional development and engage Educators in decision making where appropriate
- Ensure that all Educators understand their responsibility in relation to EEO and OH&S obligations
- Ensure that Educators establish strong, collaborative partnerships within the Family Day Care network of Educators
- Monitor and evaluate Educator's performance, providing clear direction on performance goals and regular feedback on performance outcomes, and initiate corrective action as appropriate
- Ensure families are able to access and participate in services and are able to effectively utilise information and support provided.
- Ensure all parents are aware of how the service operates, ensure open and positive communication between parents, FDC staff and Educators and encourage the involvement of parents and mutually supportive relationships

c) Program Support

- Ensure Educators are supported to implement the principles and practices of an approved learning framework (VEYLDF, EYLF)
- Monitor Educators, ensuring standards of performance adhere to **bestchance** policies and procedures Health and Safety, safety, equal opportunity, anti-discrimination, environment, code of ethics, united Nations Convention on the Rights of the Child, privacy etc.

- Maintain up-to-date knowledge in the early childhood field.
- Support Educators in providing an inclusive program that meets the needs of children and families.
- Develop and maintain close links with key stakeholders, families, educators and bestchance staff to ensure effective partnerships are established and maintained
- Respond to concerns in a timely manner, and as required refer unresolved issues to the Team Leader, Family Day Care
- Facilitate the continuing development and revision of Quality Improvement Plans ensuring that Educators engage in ongoing self-assessment and critical reflection
- Respect the confidentiality of information relating to parents and children
- Complete all administrative tasks in relation to the role including (but not limited to) documentation, email correspondence, etc.
- Coordinate and deliver marketing initiatives and support to Educators to build occupancy
- Provide regular reporting to either Team Leader or Manager – Family Day Care as required to ensure current service issues and needs are addressed as required
- Ensure compliance and adherence to organisational policies, regulations and guidelines for all Educators within areas of responsibility
- Act as a Person in charge if required

(d) Teamwork

- Work with colleagues and other agencies in maintaining a professional approach to work ensuring standards of performance reflect the **bestchance** philosophy, 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
- Attend staff meetings and any professional training session identified by the Team Leader or Manager Family Day Care
- Work with educators and colleagues to offer Playgroup sessions on a weekly basis

Qualifications and Experience

- A minimum of 5 years' experience in Early Childhood or Family Day Care environment
- Preferably a Bachelor of Teaching (Early Childhood) or equivalent Early Childhood qualification. A **minimum** of Diploma level education and care qualification.
- Additional qualifications in Early Childhood Intervention and / or Workplace Training and Assessment would be an advantage
- Leadership or supervising experience
- A satisfactory current Police Records Check and a current Working With Children Check
- Current Victorian Drivers Licence

Key Selection Criteria

The following are the core competencies required to undertake the key responsibilities of the Family Day Care Coordinator role and are the primary basis for selection

- Self motivated with high level working knowledge of;
 - The National Quality Framework and National Quality Standards
 - The principles of strength based community engagement and community strengthening
 - Family centred practice and how it applies to the operational and strategic delivery of Family Day Care services
- High level interpersonal and communication skills with the ability to liaise and communicate with management, Educators and community stakeholders
- Demonstrated organisational and time management skills with the ability to manage own workday, be flexible and responsive to changing work priorities
- Demonstrated ability to develop, support and motivate Educators with an emphasis on team building
- Demonstrated commitment and ability as a team player

Position Dimensions	
Number of direct reports	Educators
Internal Contacts	<ul style="list-style-type: none"> • All bestchance programs
External Contacts	<ul style="list-style-type: none"> • Local Government agencies • DET • ACECQA • External agencies ie: Be You

Remuneration (details to be completed by Human Resources)	
Pay range:	
Date last evaluated:	
Evaluated by:	

bestchance People Principles

All staff, contractors and volunteers, and students on placement are required to adopt the following minimum standards in their work practices:

- behave honestly and with integrity
- treat people with dignity 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 it's reputation
- be responsible for their actions and accountable for their consequences

Document Version Control			
Version	Date	Editor	Comments
V02	11/10/2019	K Trewarne	

I acknowledge that I have read and understand the content of this Position Description and agree to work within the guidelines of this Position Description.

Name: _____

Signed: _____ Dated: _____