

## POSITION DESCRIPTION

<b>Date</b>	14 April 2021
<b>Position Title</b>	Centre Coordinator
<b>Reports to (position title)</b>	Early Years Team Leader
<b>Department</b>	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

To deliver operational service and quality to our children, our team members, and our families whilst taking ownership of the centre including financial success and driving expected organisational outcomes. Working in collaboration with key functional partners (Early Years Team Leader, Marketing, People and Culture, Finance), the Centre Coordinator is accountable to deliver on compliance through their role as nominated supervisor to families whilst managing the overall centre. A strong reliance on constructive communication and collaboration between with families, team members and functional areas is a critical component of the role.

## KEY RESULT AREAS AND RESPONSIBILITIES

### KEY DUTIES

- Provide pedagogical leadership to ensure quality care and education programs for children, and direction, support and continuous learning for staff.
- Ensure that the philosophy, policies and procedures of the Service are upheld, implemented and reviewed regularly.
- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status, and ensure all Educators and staff are implementing these practices.
- Understand and interpret the industry regulations and legislation including the National Quality Standards and Victorian Early Years Learning and Development Framework
- Lead and encourage creativity, innovation and continuous improvement to ensure the ongoing enhancement and accessibility of the service
- Coordinate and ensure all service information is up to date including the collection, recording and evaluation of children's records and observations, as required by National Quality Standard, and assist Educators as necessary.

- Collaborate with the Child Safety team to provide early intervention services to children and families
- Collaborate with the Quality, Governance and RTO areas of the business to enhance the services ratings and develop the team
- Ensure all staff are aware of, and comply with their mandatory obligations in relation to Child Safety.
- Respect the confidentiality of all information about a child.
- Ensure that service presentation is maintained to the highest standard
- Organise and participate in the Service's annual staff appraisals and staff reflection activities.
- Provide training / professional development opportunities for staff.
- Organise and hold team and group staff meetings.
- Ensure all staff members are practicing safe work practices.
- Supervise and support the Educational Leader to guide staff in observing and planning for individual children and the total learning environment.
- Ensure the implementation of the program in the in-door and out-door environment promoting continual improvement to the quality of care.
- Facilitate and maintain the Quality Improvement Planning.
- Manage service budgets and the continuous viability of the service
- Responsible for recruitment and induction of new employees
- Any other duties, within the scope of the position, as specified by the Team Leader.

## **KEY SELECTION CRITERIA**

- Bachelor of Education or Diploma in Early Childhood Education and Care (or equivalent)
- Previous experience in leading a service providing high-quality education and
- A valid working with Children Check
- Current First Aid Certificate
- A sound working knowledge of:-
  - The National Quality Framework and National Quality Standards
  - Victorian Early Years Learning and Development Framework
  - The principles of strength based community engagement and community strengthening

- Family centered practice and how it applies to the operational and strategic delivery of early years services
- Long Day Care programming and planning for children aged 6 weeks to 5 years old
- Self-motivated with high level interpersonal and communication skills with the ability to manage own workday, be flexible and responsive to changing work practices
- Demonstrated ability to develop, support, motivate and manage staff to reach their potential
- The ability to work effectively and collaboratively with a team who have diverse levels of experience and qualifications
- Knowledge and understanding of the Reggio Emilia Project Approach and other contemporary early years influences an advantage
- Demonstrated commitment and ability to maintaining an up to date understanding of the latest and most respected early childhood theories and practices in long day care and kindergarten environments
- Demonstrated experience in supporting a kindergarten program and long day care program for children aged 6 weeks to 5 years desirable