

POSITION DESCRIPTION

Date	May 2021
Position Title	Early Years Area Manager
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 to manage a number of our early education and care services, ensuring compliant and high quality early year services. The Early Years Area Manager will be a part of the Early Years Leadership Team.

PRIMARY OBJECTIVES

Providing operational leadership to manage, support and build capacity of educators, including Nominated Supervisors, Center Directors and 2ICs and Educational Leaders, by holding them accountable for the delivery of high quality programs that are inclusive and meet the needs of all children and families. Additionally this role has responsibility for managing the people and financial resources of services.

KEY RESULT AREAS AND RESPONSIBILITIES

Program and Practice

- Provide supervision to early years service leaders to ensure operational excellence and integrated service provision which is responsive to the needs of families and children and aligned with bestchance values and goals.
- Build the capacity of Educators to implement the principles and practices of an approved learning framework (VEYLDF, EYLF).
- Support quality practice enhancement through a focus on continuous practice improvement in line with all aspects of the National Quality Standards and Early Years Learning Framework
- Monitor compliance with legislative and regulatory requirements (e.g. Child Safe Standards, Mandatory Reporting, Reportable Conduct Scheme and Child Information Sharing Scheme)
- Manage and supervise the day-to-day provision of Early Years services
- Collaborate with the Pedagogical Leader to develop solutions, provide initiatives to respond to service needs and issues
- Collaborate with the LGA and DET representatives within their area, including attendance at relevant stakeholder meetings within the Area
- Support Governance and services through assessment and ratings, DET investigations, internal quality processes, notifications etc.
- Advocate for early years services within the Area and provide leadership to establish strong partnerships and networks with local services providers to maximize outcomes for children and families

- Work in partnership with the Pedagogical Leader build educator capability, improve practices and programs and to address any themes/issues identified by Quality
- Engage and collaborate with the Children's Therapy and Family Services teams to ensure there are wrap around services for children and families
- Collaborate with Educators in the development of grant and funding applications
- Provide regular reporting to the General Manager as required.

People Management

- Manage people performance, return to work and injury management, and workplace culture issues at services in a timely manner, and in conjunction with internal support services as required.
- Conduct annual reviews and staff development plans in accordance with policies and procedures to identify professional development opportunities for staff.
- Support Nominated Supervisors, Center Directors and 2ICs and Educational Leaders to establish and maintain strong, collaborative partnerships with their own teams and with teams across bestchance
- Lead and coach staff to participate in the strategic objectives of the organization
- Recruit and support the induction of employees in accordance with bestchance policies and procedures

Financial Management

- Prepare, monitor and manage budgets and financial reporting, including monitoring, forecasting and reporting of service budgets with service leaders
- Prepare reports and funding submissions, including investigating opportunities for increased external funding with the aim to enhancing programs

Organisational Expectations

- 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.
- 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 increase internal program referrals.
- Keep up to date information pertaining to allocated portfolio of services within relevant databases.
- 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

- Degree or Post Graduate qualified in Education (Early Childhood) or related discipline with experience in leadership of early years services (Kindergarten and Long Day Care)
- Experience and knowledge in all areas related to early years program delivery, service management and planning to deliver compliant and responsive children's services that meet the needs of the local community
- Demonstrated experience and knowledge of the National Quality Framework, funding guidelines relevant to Early Childhood Services and Child Safe Standards
- Demonstrated ability to identify opportunities for service efficiency, performance enhancement and staff retention
- Ability to develop and monitor budgets relevant to early years services
- Demonstrated understanding of, and ability to implement Human Resources policies and procedures relating to performance management, disciplinary processes, occupational health and safety, equal opportunity and recruitment and selection
- Ability to work independently and co-operatively in a team environment, with an innovative, supportive and flexible approach to work
- Ability to develop positive working relationships with multiple stakeholders, internal and external
- A high level of written and verbal communication skills
- Proven ability to independently manage complex workloads

Other

- Current valid motor vehicle licence and Working With Children Check