

## Position Description

<b>Position</b>	<b>Early Childhood Pedagogical Leader</b>
<b>Program</b>	Bethany Kindergarten Services
<b>Location</b>	Hamlyn Heights
<b>Date</b>	September 2022

### About The Bethany Group

**Bethany Community Support (BCS)** is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals. **Bethany Kindergarten Services (BKS)** is a subsidiary company of BCS. BKS is a provider of Early Years Management (EYM) across 22 kindergartens and aims to achieve improved outcomes for all children through the provision of high quality and accessible kindergarten programs.

### Our Purpose

Working together to meet the changing needs and aspirations of people in their communities.

### Our Values

- **Courage**                We take action and stand up for what we believe
- **Respect**                We value people and build on their strengths
- **Integrity**               We are open, fair and just in everything we do
- **Innovation**            We develop new ways of working to make a difference
- **Collaboration**        We work together to improve outcomes

### Bethany’s Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

### Bethany’s Statement of Commitment to Child Safety

Bethany Group is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

## Position Description

Bethany's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Bethany, including feeling able to express their identity and raise concerns about their own or others' safety.

### Position Objectives

- Lead the Department of Education and Training (DET) School Readiness Funding (SRF) program. This includes drawing from theoretical knowledge of early childhood development and evidence based pedagogical practice.
- Develop and acquit SRF plans for each kindergarten in consultation with Kindergartens Leaders, Service Managers, and Finance Team. Consider local data identifying community, educator and child needs.
- Provide Pedagogical Leadership across BKS.
- Meet the individual needs of each kindergarten by developing mentoring and coaching plans in conjunction with Service Managers and educators.
- Model, advocate for and support best practice, high quality teaching and learning for all children in each kindergarten.
- Collaborate and work with the Executive Manager, Service Managers, SRF team, Kindergarten Leaders, educators, parents and families as partners in children's learning.

### Key Responsibilities

- Undertake all responsibilities and activities associated with being a Pedagogical Leader for services within the organisation, in accordance with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations or Children's Services Act 1996 and the Children's Services Regulations 2009.
- Take action as is necessary to ensure that the health and safety of children and their families are maintained within the service and on approved activities outside the service.
- Make recommendations to the Executive Manager and Service Managers on matters relevant to the educational program and its impact on the operation of the service.
- Operate within the requirements of BKS policies and procedures, as well as funding and regulatory requirements.
- Act in accordance with the authority delegated by BKS in dealing with situations of an urgent nature requiring immediate action, ensuring compliance with the Act and the Regulations.
- Provide day to day supervision and line management responsibilities to the SRF Administration Officer and SRF Additional Educator.
- Respect the confidentiality of information relating to parents and children and comply with the organisations privacy policy.
- Undertake review and evaluation of programs and professional practice in the context of mentoring and coaching at each service. Provide written and verbal advice on complex issues.
- Support educators to develop educational programs that are appropriate to the individual developmental needs and interests of children.

## Position Description

- Support educators to be able to effectively document children's learning and development and include this in planning cycles.
- Communicate with each kindergarten to ensure a coaching plan is developed, reviewed and implemented.
- Recommend and participate in professional development of staff in consultation with the Service Managers.
- Research and monitor curriculum practices in accordance with the National Quality Frameworks and provide feedback and guidance to staff and educators.
- Plan and support the facilitation of educator professional development, training and support.
- Strengthen educators' knowledge and understanding of the principles of best practice to ensure innovative and responsive programs are delivered.
- Provide input as required into the review and development of Quality Improvement Plans.
- Prepare written reports concerning service provision and any issues relating to responding to the needs of children in the kindergarten environment.
- Maintain up to date plans, case notes and coaching actions and activities.
- Oversee and facilitate input of SRF data, plans and acquittals in the Kindergarten Information management System (KIMS).
- Liaise and work cooperatively with SRF key stakeholders including DET, Barwon Health and other SRF menu item providers.
- Report to the Service Managers and Executive Manager on regulatory issues identified at services.
- Maintain knowledge of current research about curriculum, pedagogy and innovate early childhood education and practice.
- Adhere to Bethany Group and BKS policies and procedures.
- Ensure records are maintained to meet business, regulatory and legal requirements.
- Perform other duties as requested, reasonably within the capabilities of the position., including backfill and break cover if required.
- Make recommendations to effectively resolve problems or issues, by using judgment that is consistent with Bethany Values, standards, practices, policies, procedures, regulation, industrial instruments or legislation.
- Support and participate in the Agency's continuous quality improvement process.
- Other duties as required.

### Key Selection Criteria

#### *Essential*

1. Qualifications suitable for an early childhood teacher under the Education and Care Services National Law Act 2010; Education and Care Services National Regulations 2011 and the DET Victorian kindergarten policy, procedures and funding criteria. Including a current Victorian Institute of Teaching Registration (VIT).
2. Comprehensive knowledge of Early Childhood learning and development theory, the Victorian Early Years Learning and Development Framework and the National Quality

## Position Description

Framework, Child Safe Standards and other relevant legislation governing the operation of kindergartens.

3. Experience leading, coaching, mentoring and developing teachers and educators in an early years setting. Including facilitating guided discussions and providing recommendations for appropriate professional development.
4. Demonstrated ability to communicate effectively and professionally with a wide range of people including management, colleagues, children, families and other professionals.
5. Demonstrated ability to lead and participate in reflective discussions and considerations on practice and the implementation of the VEYLDF with a focus upon interactions, routines, intentional teaching, teaching and learning.
6. Experience working independently while reviewing and making recommendations regarding ECEC programs and documentation of learning.

### Organisational Relationships

<b>Supervisor</b>	Kindergarten Services Manager
<b>Stakeholders</b>	All Staff

### Conditions and Remuneration

<b>Salary</b>	This position is classified under the Victorian Early Childhood Teachers and Educators Agreement 2020 (VECTEA).
<b>Conditions</b>	0.8 FTE, Part time (30 hours per week), fixed term from 30 January 2023 to 20 December 2023. All other conditions of employment as per the VECTEA.
<b>Out of hours work</b>	Occasional attendance at out-of-hours meetings to support the service and the community is a requirement of this position.
<b>Travel</b>	Travel will be required to other Bethany sites across the Geelong and Bellarine regions. Travel between sites will be in your own car, with travel reimbursement provided.
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>▪ Sit for extended periods - Regular</li> <li>▪ Standing for long periods – Daily</li> <li>▪ Walking – Daily</li> <li>▪ Bending – Daily</li> <li>▪ Lifting – Daily</li> <li>▪ Work in an open plan office - Regular</li> <li>▪ Work on call or after hours - Occasional</li> </ul>

## Position Description

<b>Mandatory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Driving – Daily</li> <li>▪ Satisfactory Police Check</li> <li>▪ Hold and maintain a current valid VIT Registration</li> <li>▪ Hold and maintain current First Aid qualifications (HLTAID012) including annual CPR refresher, approved anaphylaxis management training and approved emergency asthma management training.</li> <li>▪ Complete Mandatory Reporting online course annually</li> <li>▪ Hold and maintain a current Victorian Drivers licence, roadworthy motor vehicle and full comprehensive motor vehicle insurance.</li> </ul>
<b>Right to work in Australia</b>	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.
<b>Drivers Licence</b>	A current Victorian Driver Licence is required to perform this role, as well as a roadworthy motor vehicle and full comprehensive motor vehicle insurance.

### Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:
-------	------------	-------