



POSITION TITLE:	Educational Leader	CLASSIFICATION:	Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>
SERVICE /FACILITY:	St Nicholas Early Education	LOCATION:	St Nicholas Early Education (service)
REPORTS TO:	Director		
RELATIONSHIPS:	<ul style="list-style-type: none"> • SN Pedagogical Leader; • SN Senior Pedagogical Co-ordinator; • Director/Nominated Supervisor; • Area Service Manager • SN Educational Leaders; • Educators; • Children, Parents and Community 		

OVERALL POSITION OBJECTIVE:

As the Educational Leader, you will work with the ongoing support of our Pedagogical Leader, Senior Pedagogical Co-ordinator and network of St Nicholas Educational Leaders, to lead and inspire the service's educational team in their continuous improvement of practice and pedagogy.

Your day-to-day work will involve motivating, supporting and mentoring educators through engagement in professional conversations and critical reflection, hands-on learning, and professional development opportunities. You will empower and support others to build capacity for continuous improvement and work with educators to develop engaging and inspiring learning environments that are inclusive of all children.

The role of Educational Leader will also require you to lead the development and implementation of the Educational Program and Practice in the St Nicholas Service.

This includes:

- To lead development and implementation of the Educational Program and Practice in the Service;
- To manage the quality of the educational program and its implementation on a daily basis;
- To lead by influencing quality through a commitment to professional development and improvement;
- A thorough understanding of the EYLF, educational theory, child development and adult learning;
- A passion and energy for pedagogy teaching and learning;
- The ability to direct and coordinate the activities of other team members, assess team performance, develop team knowledge, skills and abilities, plan, organize and assigns tasks and motivate team members;
- Developing strong relationships with children at St Nicholas;
- Developing strong relationships that support and partner with families;
- Implementing the policies and associated procedures of St Nicholas Early Education at all times; and
- Working with other staff towards continuous improvement in all areas of St Nicholas Early Education operations

ORGANISATIONAL ENVIRONMENT:

The Catholic Diocese of Maitland – Newcastle, led by Bishop William Wright, provides pastoral, social welfare and educational services for the community in the Newcastle, Lake Macquarie, Hunter and Manning.

St Nicholas Early Education centres are supported by the Early Education team at the Catholic Diocese of Maitland-Newcastle. Our organisation prides itself on core values of care and compassion and offer assurance of quality management and practices throughout our centres.

We aim to provide an environment that recognises the value of family and developing secure, respectful and reciprocal relationships.

QUALIFICATIONS REQUIRED:

- Recognised Early Childhood Teaching Degree as identified by Australian Children’s Education and Care Quality Authority or
- An approved Diploma level qualification for the purposes of the education and care services, national law and regulations

COMPETENCIES, SKILLS & EXPERIENCE REQUIRED:**Essential**

- An approved Early Childhood Teaching degree or an approved Diploma level qualification for the purposes of the education and care services, national law and regulations;
- Demonstrated understanding of:
 - ✓ National Quality Framework (NQF);
 - ✓ Early Years Learning Framework (EYLF);
 - ✓ Child Protection and Mandatory Reporting;
 - ✓ Workplace Health and Safety issues.
- Excellent verbal and written communication skills;
- Willing to be proactive in implementing curriculum;
- Demonstrated leadership skills within Children Services;
- Dedicated to developing the future of children;
- Child protection qualification;
- Current First Aid Certificate, Anaphylaxis and Asthma Management training;
- Working with Children Check verification number.

Desirable

- The ability to engage with children through playing a musical instrument;
- The ability to incorporate relaxing / meditation or yoga techniques in an early education setting;
- Knowledge and practice of a second language.



KEY ACCOUNTABILITIES

KEY PERFORMANCE AREA: Professional & Ethical Practice

Key Tasks:

- Promote the use of Early Childhood Australia's Code of Ethics and the Convention of the rights of a child as guides for pedagogical discussions;
- Lead and participate in reflective discussions on practice and the implementation of the EYLF. Reflective discussions and considerations for practice will focus upon interactions, routines, intentional teaching, teaching and learning;
- Manage the quality of the educational program and practices and its implementation on a daily basis;
- Conduct regular reviews of current programs of learning and documentation at St Nicholas;
- Consult and collaborate with the team of educators to develop and confirm approaches to learning programs and documentation;
- Assist with documentation and encourage analysis and an understanding of children's learning and development through this documentation;
- Clearly articulate their learning and teaching intentions through documenting plans and evaluations of learning experiences and assist staff to do so in their roles; and
- Justify their decisions about theoretical perspectives and philosophical approaches they adopt.

Performance Indicators:

- Evidence of regular reviews of all educational program and practice documentation throughout the service
- Actively participates in staff meetings – contributing to the consistency of educational curriculum and documentation from educators
- Provides input to the QIP as to the evaluation, review and improvement to the Educational Program and practice
- Provides information and reports to the Director as to the quality of engagement and documentation from all educators
- Participates and supports the St Nicholas Educational Leadership meetings
- Evidence of a quality Educational Program and Learning Outcomes for each child throughout the centre

KEY PERFORMANCE AREA: Mentoring others

Key Tasks:

- Consult and collaborate with the team of educators to develop and confirm approaches to learning programs and documentation



- Mentor and teach all educators through observation, guided discussions and recommendations for professional development

Performance Indicators:

- Evidence of collaboration with all educators and setting individual performance and learning goals
- Mentors educators and provides constructive feedback about performance in both verbal and written format
- Provides information and reports to the Director as to the quality of engagement and documentation from all educators
- Staff are supported and incorporated in the decision-making process

KEY PERFORMANCE AREA: Partnerships

Key Tasks:

- Lead, participate and document reflective discussions on practice and the implementation of considerations relating to inclusion and the community of Aboriginal and Torres Strait Islander, culturally and linguistically diverse families;
- Seek and define approaches to sharing the program of learning and education with families and encourage educators in their communication with families;
- Consider the contribution and role of the broader community, along with health practitioners and associated professionals in curriculum decision making.

Performance Indicators:

- Evidence of the implementation of inclusion throughout the centre programs including Aboriginal and Torres Strait Islander, culturally and linguistically diverse families.
- Inclusion of family input is evident in learning programs and documentation

KEY PERFORMANCE AREA: Ongoing professional learning and enquiry

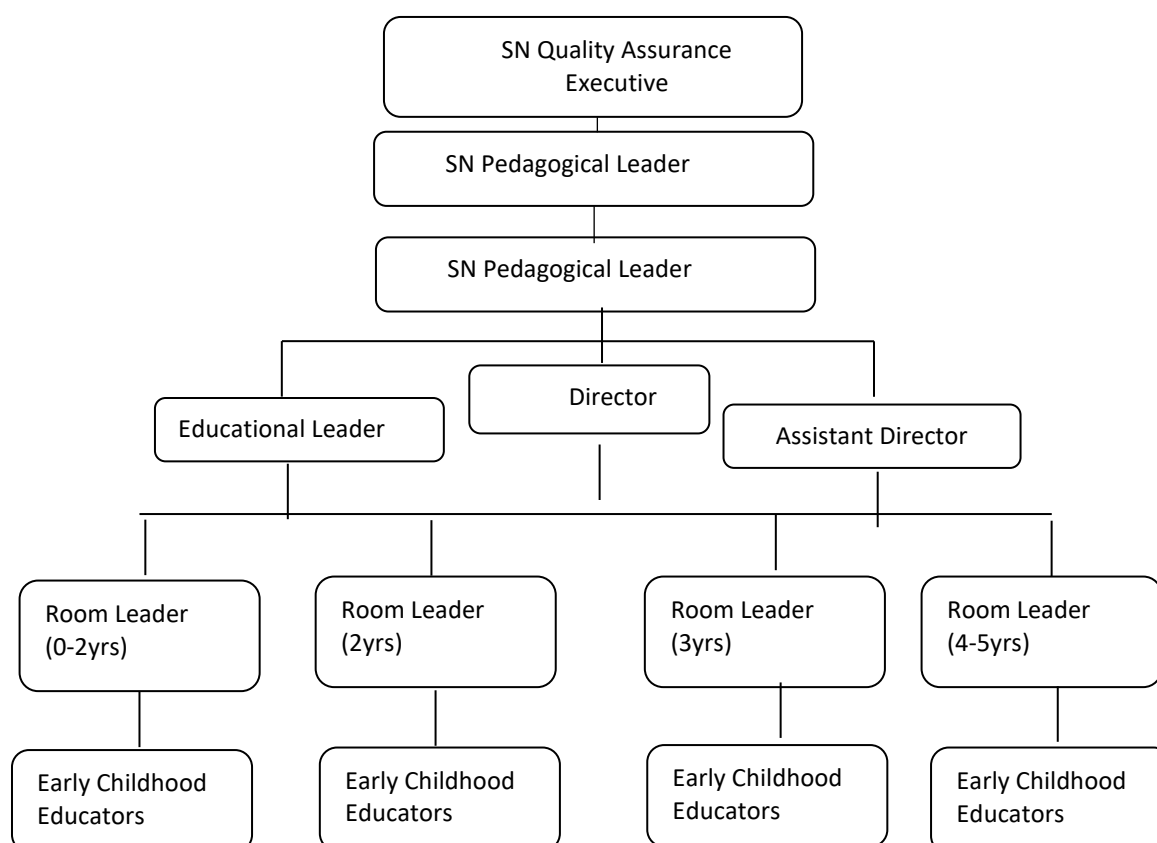
Key Tasks:

- Regularly review current programs of learning and documentation at the service
- Participate in practitioner inquiry and critical reflection
- Actively seek out a range of professional learning experiences

Performance Indicators:

- Evidence of critical reflection supports analysis and changes to learning programs and documentation

ORGANISATIONAL CHART FOR THIS POSITION



Support for this role

- Will include professional development, mentoring, consultation and collaboration with SN Pedagogical Leader; SN Senior Pedagogical Co-ordinator and other Educational Leaders, time for research, inquiry and reflection.
- Consultation with outside providers to effectively review and reflect on our current practices.
- Regular meetings with the Director/Nominated supervisor to discuss; research, reflection, current practice, ideas for change and staff performance.
- Will conduct regular audits and report on currency of documentation maintained throughout the service.
- Understanding and respect from fellow educators of the importance of this roll and high quality learning experiences for children thus contributing to a broader understanding of the value of early childhood education.

EMPLOYMENT CONDITIONS:

Performance Management:

Performance agreement annually with appraisal and regular reviews.

Reward & Recognition:

Educational and development opportunities negotiated annually as per performance appraisal.

OTHER RELEVANT INFORMATION:

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese.
- Any criminal or civil action taken against the occupant must be reported immediately to the – CEO;
- Take reasonable action to familiarise himself/herself with St Nicholas’s policies and procedures;
- Not take advantage of their role in the Diocese for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Diocese; and
- Be familiar with, and observe, Diocesan policy and procedures as covered in your induction.

I have read the above Position Description and understand my role and expectations with St Nicholas Early Education, including that in order for me to fulfil this role I have;

- Had all roles and responsibilities explained to me
- A thorough understanding of all centre policies and procedures
- A thorough understanding of the Child Care Regulations
- A thorough understanding of child development and
- A thorough understanding of the Early Years Learning Framework

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE:

