LEAD EDUCATOR

Position Description

Position Title:	Lead Educator
Award:	Educational Services (Schools) General Staff Award 2020
Level/Salary:	Level 5 (Preschool/childcare services grade 4)
Reports to:	ELC Director
Direct reports:	N/A

CCC Commitment

Cooloola Christian College (CCC) is committed to providing a child safe environment where students feel, and are, safe. CCC maintains a zero tolerance for child abuse. Every person involved in the College and ELC has a responsibility to understand the important and specific role they play, both individually and collectively, to ensure that the wellbeing and safety of all students is at the forefront of every decision they make.

Children's safety, rights and best interests are paramount in all aspects of the Service's operations, decision-making and functions. The educator ensures that child safety and wellbeing take priority over all other considerations and are embedded within everyday practice, policies and procedures.

Position Objective

- Be responsible for management of the day-to-day operation of the assigned room, including providing leadership and support to educators and staff within the team in line with relevant regulations, policies and procedures.
- In collaboration with the educational leader, develop, implement and critically reflect on the educational program to provide a high-quality program for all children and families.
- Build and maintain positive relationships with children, families, educators, staff and management to deliver best outcomes for families and children.
- In the absence of the director/nominated supervisor, undertake responsibilities as per the Responsible Person Policy and procedure for the day-to-day management of the Service.

Qualifications, Skills and Knowledge

- Diploma in relevant field;
- Working with Children Blue Card;
- Current First Aid and CPR (industry specific), Anaphylaxis and Asthma Management Certificates.

Key Responsibilities

As a Lead Educator, you are expected to be an active member of a team which provides high-quality early childhood education and care to children. This includes:

- Demonstrating an understanding of the Service philosophy, policies, procedures and regulatory requirements under the NQF.

- Facilitating a play-based learning environment and educational program that fosters exploration, curiosity and meaningful engagement for all children, while promoting agency, creativity and problem solving through hands-on, child-led and inquiry-based investigative experiences.
- Successfully plan, implement and evaluate an educational program aligned with approved learning frameworks (EYLF, QKLG) to ensure that the educational program meets the learning and developmental needs of all children.
- Documenting, assessing and evaluating children's learning and development to ensure that children's progress is observed, captured and understood.
- Maintaining accurate records of developmental needs, interests, experiences and participation using a variety of methods, including observations, learning stories, portfolios, photos and digital documentation, in line with Service policies and legislative requirements.
- Oversee educators within the service and mentor, lead and support them to develop an educational program based on their knowledge of each child.
- Promoting a child safe environment and fostering a child safe culture by ensuring CCC ELC staff implement practices that prevent harm and protect children from abuse and neglect, in alignment with the NQF, NQS, National Principles of Child Safe Organisations, Service policies and procedures and legislative requirements.
- Contributing to the review of policies and procedures relating to children's health, safety and wellbeing and monitor staff compliance to maintain a consistently safe learning environment.
- Ensuring that procedures and related risk assessments are followed and conducted for sleep and rest, medical risk minimisation and potential emergencies.
- Monitoring the physical environment, following risk assessments and procedures and promptly reporting any hazards, incidents, repairs or maintenance concerns to the director/nominated supervisor.
- Ensuring staffing ratios, qualifications and adequate supervision are maintained at all times.
- In collaboration with the director/nominated supervisor, assist and contribute to robust induction and orientation processes to ensure all staff are suitable, well-prepared and supported in understanding the Service philosophy, policies, procedures and regulatory requirements.
- Build and maintain a cohesive team environment with positive channels of communication. Lead staff meetings and family meetings, communicate openly and professionally, and contribute positively to teamwork and shared responsibility.
- Supporting children with disabilities or additional needs by providing equitable access to programs and learning opportunities, and work collaboratively with families and external professionals to support each child's learning, wellbeing and engagement.
- Leading and supporting educators and staff to build positive, respectful and inclusive relationships with families, fostering trust, collaboration and open communication. Ensuring families feel welcomed, valued and supported in understanding the Service program, routines and practices.
- Maintaining timely and clear communication with the director/nominated supervisor regarding children's learning, incidents, risks or environmental concerns, reporting any situations or incidents that may impact children's safety, regulatory compliance or the smooth operation of the Service.
- Leading and promoting a culture of accountability, collaboration and respect, participating in reflective practice and engaging in professional development to strengthen practice.
- Responding appropriately to complaints, grievances, and incidents by following Service policies and procedures, promptly reporting concerns, notifiable incidents or reportable conduct to the director/nominated supervisor or relevant authority to support child safety and compliance.

- Actively contributing to the Quality Improvement Plan (QIP) by identifying strengths, challenges, and opportunities to enhance the educational program, working collaboratively with the director/nominated supervisor to conduct audits, reviews, self-assessment and planning processes, using critical reflection and observations to drive continuous improvement.
- Additional duties as requested by the Director from time to time to contribute to the care of children and smooth running of the Centre.

WHS

- Take reasonable care for own health and safety;
- Take reasonable care that any acts or omissions do not adversely affect the health and safety of others;
- Comply, so far as reasonably able, with any reasonable instruction that is given by the College to allow compliance with the legislation;
- Co-operate with any reasonable policy or procedure of Cooloola Christian College relating to health or safety at the school, that has been notified to staff;
- Attend WHS information, instruction and training opportunities, as provided, and apply learning.