



Children Services

Position Description	
Position Title	Team Leader
Program Location	
Reports To	Director
Direct Reports	Student Educators, Educators, Deputy Team Leader
Award	Children's Services Award 2010
Classification	Children's Services Employee Level 4
Community Services #1 Capability Level	Level 4
Objective	<p>The primary purpose of the Team Leader position is to lead and be accountable for the day-to-day room operations and managing the team.</p> <p>This position will develop high quality curriculum-based programs for children aged 0-6 within an early childhood education and care environment. This position leads a team to implement and evaluate program experiences and activities.</p>
Key Accountabilities and Capabilities	<p>Lead and be accountable for the day-to-day room operations.</p> <p>Lead and be accountable for providing direction and mentoring for team members on running program activities, supervising and interacting with children and applying their daily care routines.</p> <p>If supervising a Deputy Team Leader, build capacity in the Deputy Team Leader to lead and be accountable for the day-to-day room operations and managing the team.</p> <p>Lead and be accountable for student placements, including associated administration and supporting student placement outcomes.</p> <p>Create a friendly, secure and stimulating interactive learning environment for children aged 0-6.</p> <p>Develop and implement age-appropriate curriculum-based experiences and activities, and evaluate weekly with team members.</p> <p>Maintain records of observations for individual children for program planning and assessment of each child's short- and long-term development needs. Ensure records are accurate and adhere to ethical privacy and confidentiality principles.</p> <p>Support the Director to performance manage team members through guidance and mentoring.</p> <p>Support the Educational Leader to affirm, challenge and extend the practice and pedagogy of Educators through guidance and mentoring.</p>

	<p>Promote strong, trusting relationships between children, families and team members.</p> <p>Consult with parents formally and informally regarding their child’s development and individual needs.</p> <p>Report daily room function to the Director and support the Director in identifying and implementing changes for the Quality Improvement and Accreditation System.</p> <p>Administer First Aid to children, as required.</p> <p>Perform and model risk management principles to work practices and ensure incidents and events are appropriately reported and escalated.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p>
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Selection Criteria	
Required Qualifications, Skills and Experience	<p>Demonstrated ability to develop, implement, document and evaluate curriculum-based programs, experiences and activities that are based on individual children’s needs.</p> <p>Demonstrated ability to lead and mentor a team of Educators to successfully deliver, document and evaluate planned learning outcomes.</p> <p>Demonstrate excellent communication and relationship-building skills.</p> <p>Demonstrated commitment to improving education and operations in an early childhood education and care environment by contributing to and implementing management-initiated enhancements</p> <p>Demonstrated comprehensive knowledge and sound understanding of early childhood education development and associated standards and guidelines.</p>
Additional Requirements	<p>Diploma in Children’s Services (as approved by ACECQA), or be actively working toward obtaining the qualification A.C.T. Working with Vulnerable People Card Current First Aid Certificate</p> <p>National Police Check Anaphylaxis and asthma qualification in accordance with ACECQA guidelines</p>

Acceptance	
I understand and accept the duties and responsibilities as outlined in this position description.	<p>Employee:</p> <p>Date:</p>