

<b>Job Title</b>	<b>Group Leader – Koolkan Early Childcare Centre</b>
<b>Organisational Context</b>	Aurukun Shire Council is an Indigenous community of approximately 1450 people. Council provides a variety of services to the community that include provision of education, health, police and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
<b>Department</b>	Community Services
<b>Location</b>	Aurukun
<b>Award &amp; Classification Level</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 2- Children’s Services & Early Childhood Education – Group Leader.
<b>Reports to</b>	Manager and Assistant Manager of Koolkan Early Childhood Centre
<b>Position Scope</b>	Coordinate activities program, management and reporting of designated aged group in accordance with Centre policies.
<b>Employees Supervised</b>	Assistant Children’s Services Workers.
<b>Job Role &amp; Key Objectives</b>	<p><b>Operational Management</b></p> <p>In consultation with the Manager of Koolkan Early Childhood:</p> <ol style="list-style-type: none"> <li>1. Coordination of the activities of a group of children</li> <li>2. General supervision of workers at the Centre and providing mentorship and guidance to educators and trainees</li> <li>3. General supervision of workers at the Centre</li> <li>4. Assisting in the centre’s administrative functions</li> <li>5. Ensure that a developmentally appropriate program is planned and implemented for each child</li> <li>6. Assess the needs of each child and monitor the child’s progress</li> <li>7. Maintain effective communication with a parent/guardian of each child in the group</li> <li>8. Administer First Aid to level of competency when appropriate</li> <li>9. Ensure that the requirements of Aurukun Shire Council are met.</li> <li>10. Additional duties as required</li> </ol> <p><b>General</b></p> <ol style="list-style-type: none"> <li>1. Assist to maintain the cultural integrity of the Centre to reflect the community in which the Centre operates.</li> <li>2. Ensure all incidents, accidents and injuries are reported and documented.</li> <li>3. Undertake other duties as directed or required by the Director of Community Services or Koolkan Early Childhood Centre Manager.</li> </ol>
<b>Qualifications,</b>	1. Must hold a Diploma of Early Childhood Education and Care (or

<b>Knowledge &amp; Experience</b>	<p>equivalent).</p> <ol style="list-style-type: none"> <li>2. Minimum of 5 year' s experience in an early childcare centre, preferably with at least 2 years as a group leader.</li> <li>3. Knowledge of the developmental needs of children and appropriate program delivery.</li> <li>4. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people.</li> <li>5. Ability to work with minimal supervision, independently and as part of a team to achieve positive outcomes.</li> <li>6. Current First Aid and Resuscitation Certificate/s.</li> <li>7. Manual Driver's License.</li> <li>8. Current Blue Card.</li> <li>9. Willingness to undertake professional development to support professional growth in early childhood and leadership.</li> </ol>
<b>Key Performance Indicators</b>	<b>Key Performance Measures</b>
	<ol style="list-style-type: none"> <li>1. Adherence to Council's and Koolkan Child Care Centre Policies.</li> <li>2. Adherence to all relevant early childhood legislative policies and procedures, both State and Commonwealth.</li> <li>3. Ensure the individual program needs of children are met with relevant reports and documentation for each are maintained on a regular basis.</li> <li>4. Ensure programs and activities are appropriate to the children and are culturally appropriate.</li> <li>5. Support and maintain Cultural integrity in conjunction with manager.</li> <li>6. Ensure all staff work in a safe manner and are aware of their obligations Ensure all reporting is current in conjunction with the Centre Manager.</li> <li>7. Follow all Safe work procedures.</li> <li>8. Report all Incidents and hazards as per legislative requirements.</li> <li>9. Effective communication including conflict resolution skills and demonstration of cultural sensitivity.</li> <li>10. Attend all meetings and training as directed by Supervisor.</li> </ol>

I, \_\_\_\_\_ acknowledge and agree to the above position description.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_