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| Job Title | Group Leader – Koolkan Early Childcare Centre |
| Organisational Context | Aurukun Shire Council is an Indigenous community of approximately 1200 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. |
| Department | Community Services |
| Location | Aurukun |
| Award & Classification Level | Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 2- Children’s Services & Early Childhood Education – Group Leader. |
| Reports to | Manager and Assistant Manager of Koolkan Early Childhood Centre |
| Position Scope | Coordinate activities program, management and reporting of designated aged group in accordance with Centre policies. |
| Employees Supervised | Assistant Children’s Services Workers. |
| Job Role & Key Objectives | <p>Operational Management</p> <p>In consultation with the Manager of Koolkan Early Childhood:</p> <ol style="list-style-type: none"> 1. Coordination of the activities of a group of children 2. General supervision of workers at the Centre and providing mentorship and guidance to educators and trainees 3. General supervision of workers at the Centre 4. Assisting in the centre’s administrative functions 5. Ensure that a developmentally appropriate program is planned and implemented for each child 6. Assess the needs of each child and monitor the child’s progress 7. Maintain effective communication with a parent/guardian of each child in the group 8. Administer First Aid to level of competency when appropriate 9. Ensure that the requirements of Aurukun Shire Council are met. 10. Additional duties as required <p>General</p> <ol style="list-style-type: none"> 1. Assist to maintain the cultural integrity of the Centre to reflect the community in which the Centre operates. 2. Ensure all incidents, accidents and injuries are reported and documented. 3. Undertake other duties as directed or required by the Koolkan Early Childhood Centre Manager. |

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

I, _____ acknowledge and agree to the above position description.

Employee's Signature _____

Date _____