

BACKGROUND

BPA Children's Services (BPA) is a not-for-profit organisation that works in partnership with parent advisory groups and committees, to manage kindergartens and child care centres. BPA aims to provide a stable professional employment situation for staff.

BPA is committed to the right of every child to have access to quality early childhood educational programs. BPA believes that the principles of equity, access and cultural relevance must be developed and implemented for the benefit of the children and their families, participating in these programs.

BPA is committed to rights of all children to feel safe, and be safe at all times, including:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and linguistically diverse backgrounds
- promoting the safety of children with a disability

POSITION OBJECTIVE

- Develop and provide a high quality developmentally appropriate program for the children based upon the principals and practices of both the National and Victorian Early Years Learning Frameworks. The program is to be developed in consultation with BPA and the parents of children attending, and be responsive to the needs of the community.
- Provide educational leadership while working as a member of a collaborative service team, to provide a developmentally appropriate educational program.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the *Education and Care Services National Regulations 2011*, the *Education and Care Services National Law Act 2010* and the policy and procedures of the BPA.

ORGANISATIONAL RELATIONSHIPS

The Activity Group Leader is accountable to, reports to, and takes direction from BPA.

RESPONSIBILITIES AND DUTIES

General responsibilities

- Be responsible to BPA for the operation of the Activity Group, which includes the children, their parents, the program, staff, volunteers etc.
- Undertake all responsibilities associated with being the Certified Supervisor in day-to-day charge when required, in accordance with the Regulations and the Act.
- Act in accordance with the authority delegated by BPA, in dealing with situations of an urgent nature that require immediate action, in order for the service to comply with the *Education and Care Services National Regulations 2011* and the *Education and Care Services national Law Act 2010*.
- Operate the program within the requirements of the Regulations, the Act and the policy and procedures of the service.

POSITION DESCRIPTION – ACTIVITY GROUP LEADER

- Have a sound knowledge of the National Quality Framework (NQF), National Quality Standards (NQS), the service Self Assessment and Quality Improvement Planning (QIP) process.
- Undertake a leadership role while working as a member of a collaborative service team, in assessing the service against the NQS to identify which practices can, or should, be improved upon and included in the service QIP.
- Operate within the limits of the service budget allocation.
- Encourage enrolments and provide written information and referral as appropriate, in accordance with the enrolment policy and procedures, as specified by BPA.
- Respect the confidentiality of information relating to parents and children and comply with the service's privacy policy.
- Be responsible for sharing the housekeeping tasks of preparation, hygiene, safety and packing away with other staff related to the program.
- Other duties as directed by BPA.

Specific responsibilities

Children

- Have a sound knowledge of both the National and Victorian Early Years Learning Frameworks and develop, in consultation with parents and staff, a developmentally appropriate and inclusive program that caters to the individual developmental needs and interests of the children. The program will reflect the service's policies and the needs of the community, and be culturally appropriate.
- BPA have specific criteria for planning in our services. There should be a blend of emergent curriculum and intentional teaching. All program documents need to show evidence of the planning cycle (*EYLF Educators Guide Page 11*).
- Develop, record and maintain specific objectives for individual children based on regular written observations across all aspects of the child's development and share this information with parents as appropriate, including Transition Statements.
- Link specific objectives for individual children into the program plan.
- Arrange support group meetings for children with additional needs. These meetings should be held regularly (termly) and include all professionals working with the children (*KIS workers and/or EI services*) and parents. The child's progress should be reviewed at these meetings and new goals should be set.
- Provide a healthy, safe and welcoming environment and ensure that children for whom the position is responsible are supervised at all times.

Parents/volunteers

- Support parents and be available to discuss the child/children's participation within the program.
- Ensure that new families are appropriately orientated to the group.
- Actively encourage, as appropriate, parent participation in the program.
- Co-ordinate volunteers in the program.

POSITION DESCRIPTION – ACTIVITY GROUP LEADER

Staff

- Be responsible for the day-to-day supervision of relevant staff performing duties in the program for which the Activity Group Leader is directly responsible.
- Facilitate effective communication with other program staff members to ensure they carry out their responsibilities within the program.
- Be actively involved as part of a collaborative team in assessing the service against the NQS to identify which practices can, or should, be improved upon and included in the service QIP.
- Attend regular staff meetings, to facilitate effective communication, internal staff development and discussion on management and programming for the service. The frequency of staff meetings will be determined by BPA, from time-to-time, following consultation with the staff.
- Provide leadership while working as a member of a co-operative team and encourage staff who are involved in the program to contribute to the planning and implementation of the educational program.
- Participate in annual staff review/performance development review process.
- Keep abreast of current issues relating to children's services and liaise with relevant early childhood services and other professional services and organisations within the community.
- Comply with the professional development requirements in any industrial award or agreement, such as the Professional Development and Enhancement Program (PDEP) under the VECTAA and VIT requirements.
- Work co-operatively with BPA and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.
- Ensure correct OHS procedures are followed when delivering the program.
- Liaise with relevant early childhood support services and other professional services and organisations within the community as required.

BPA

- Work in a co-operative manner with BPA, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service.
- Prepare written reports concerning the overall operation of the Activity Group for BPA as required.
- Attend committee/parent group meetings as required.
- Report to BPA on both urgent and ongoing maintenance.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Activity Group Leader is directly accountable to BPA.
- The Activity Group Leader has the authority to take such action as is necessary to ensure the health and safety of children and their families are maintained within the service and on approved activities outside the service.

POSITION DESCRIPTION – ACTIVITY GROUP LEADER

- The Activity Group Leader is responsible for making recommendations to BPA on matters relevant to the operation of the group for which they are responsible.

ESSENTIAL SKILLS AND COMPETENCIES

Specialist skills and knowledge

- A sound understanding and knowledge of early childhood development.
- The ability to provide, with parental involvement, a detailed developmentally appropriate program for the children.
- An ability to plan, work and manage time effectively with minimal supervision.

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with parents and professionals.
- Well developed leadership and self motivation skills.
- An ability to ensure confidentiality of information.

Essential requirements

- Activity Group Leaders must hold suitable qualifications pursuant to the *Education and Care Services National Regulations 2011* and the *Education and Care Services national Law Act 2010*.
- Be a fit-and-proper person for, and be registered by the service as appropriate in, the position of Certified Supervisor in day-to-day charge under the *Education and Care Services National Law 2010 and Regulations 2011*.
- Hold a current Working with Children Check, which demonstrates suitability for employment in a children's service, on commencement of employment.
- Hold and maintain a current first aid qualification including management of anaphylaxis and asthma, annual CPR and administration of Epipen training in accordance with current legislation.