



Position:	Educational Leader (PN421)
Division:	Child Youth and Family Services Division
Section:	Early Years
Salary Level	ECL5
Position Reports to:	Childcare Manager
Location:	Alice Springs (site as directed)
Last Review:	February 2025

Role Description

The Educational Leader is responsible for providing high quality leadership and support to the Congress Childcare Centre’s. This position will ensure the provision of high-quality education and health development services to children within a cultural safety framework. The Educational Leader will also work in accordance with National Quality Standards and Early Years Learning Framework based on the Abecedarian Approach Australia (3a) early childhood model. The position includes mentor and supporting the Team Leaders and Educators to deliver stimulating learning activities and develop strong relationships with children, their families and the community.

Congress has a strong focus on cultural safety and working within a bi-cultural model. The Educational lead will work with the Centre Manager to ensure the delivery of supportive, culturally appropriate primary healthcare and build on existing positive relationships with Aboriginal families to ensure; regular family engagement, increased enrolments, and increased children’s participation and attendance.

Team Description

The Educational Leader reports to the Childcare Centre Manager, and forms part of the Childcare leadership team and supervises Team Leaders

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au.

Responsibilities

<p>MAIN DUTIES</p> <p><i>(This is not a comprehensive list of all duties required of the position)</i></p>	<ul style="list-style-type: none"> • Deliver the adapted 3a program to children six months to three and half years through a bi-cultural approach within the National Quality Standards and the Early Years Learning Framework. • Provide support to the Team Leaders and program staff, ensuring successful implementation of the program. • Work collaboratively with Congress Dieticians and contribute nutritious meal planning (monthly or weekly as required). • Encourage and support a strengths’-based approach to cultural safety in all areas of the Centre; program delivery, staffing, activities and engagement. • As a contributor to the leadership team, support the development and implementation of the Aboriginal Cultural Mentoring (ACM) team who provides
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	<p>cultural advice, support and input in to activities provided at the Centre. The ACM team will work closely with the Centre Manager and the leadership team to ensure cultural safety is an integral part of the program at every level.</p> <ul style="list-style-type: none"> • Work closely with Aboriginal parents, caregivers and families and ensure participation is encouraged throughout the child’s enrolment period. • With the whole team, develop, deliver and maintain a curriculum for the whole Centre that is in line with the National Standards. • Lead the implementation of a comprehensive program that includes the (3a) Abecedarian Approach Australia to support children and families to develop • The necessary skills to optimize preschool readiness (health, social, emotional and physical development), and support the transition into intensive programs and preschool as required. • Ensure developmental checks/screeners are provided to children that include; EYLF developmental milestones and ASQ-TRAK (Ages and Stages Questionnaire) Developmental Screener. • Mentor knowledge and skills of other staff within the Centre to ensure the teaching programs are based on current theory and practices. • Develop and maintain with other staff child records that documents personal and social growth, development, cultural context, learning and interests of children in line with the EYLF. • Implement the 3a strategies within the program and link them to the EYLF for best outcomes for the children, families and the service. • Design and implement a curriculum that is anti-biased, inclusive and relevant to each child and to the Childcare philosophy and goals. • Question, evaluate and address how the curriculum is operating for individual children, groups of children and families. • Monitor and support the physical and personal care and well-being of • Children in the Centre, and respond appropriately to issues of child protection. • Treat all children equally and with respect for their gender, culture and diversity. • Use positive guidance and teaching strategies to support children’s self-esteem, personal responsibility, choices, access to learning, creativity, problem solving and exploration of their personal and social interests. • Administer first Aid and medication as authorized. • Undertake other duties (and training) that are safe, legal, logical, and responsible while being within the limits of employee’s skill, competence and training, consistent with the position classification.
<p>WORK ORGANISATION</p> <p><i>(Planning and coordination)</i></p>	<ul style="list-style-type: none"> • Effectively assist and support the Centre Manager in the operation of the Centre and in their absence act on their behalf; • Work with all educators to identify areas for professional development that build relevant professional skills and supports ongoing development of professional practice. • Liaise with other agencies that will support with the holistic development of the children attending the service. • An understanding that from time to time, there may be a requirement for deployment to other Congress Clinics • Be an active team member and support a service-based work culture showing commitment to the organisation’s strategy, mission, vision, and values outlined by the board.

WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> • Take all reasonable steps to support the employment, professional development, and promotion of Aboriginal people across all parts of Congress.
	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices. • Ensure WHS non-conformances or incidents/injuries are notified.
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Cultural Integrity, Equity and Social Justice, Respect and Empathy, Recognition, Resourcefulness, Responsibility, Relationships. • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress. • Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information.

Person Requirements (*Qualifications & Attributes*)

ESSENTIAL

1. Qualification(s) in Early Childhood Diploma or Teaching Qualification or equivalent as recognized in the National Quality Standards with experience working in the industry.
2. Proven ability to interpret and apply information about how children learn and develop in practical ways.
3. Ability to interpret and apply information provided about a diverse range of positive teaching strategies that meet the individual learning styles of the different children.
4. Knowledge of the Early Years Learning Framework and an understanding of the National Quality Standards.
5. Experience working in a healthcare setting working across multidisciplinary teams to ensure the application of an effective child health development program with successful outcomes.
6. Ability to contribute as an active team member to all aspects of the functioning of the Childcare Centre and demonstrate leadership in a team environment.
7. Current NT Drivers Licence or the ability to obtain

DESIRABLE

1. Is of Aboriginal descent; identifies as an Aboriginal person; and is accepted as an Aboriginal person by the Aboriginal community.
2. Awareness of/sensitivity to Aboriginal culture and history, and knowledge of current issue affecting the lives of Aboriginal people.

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.



Position Description Authorised by: General Manager – Child Youth & Family Services February 2025

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

Employee Name	Signature	Date
Supervisor Name	Signature	Date