

Position:	Team Leader Kindergarten Programs
Agreement:	Surf Coast Shire Council Enterprise Agreement 2025 – 2028
Award Classification:	Band 7
Division:	Community Life
Unit:	Community Strengthening
Date Reviewed:	August 2024
Approved By:	General Manager Community Life
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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Position description

Surf Coast Shire Council operates as the Early Years Manager (EYM) of 6 Kindergarten services across the Shire. This role is responsible for creating a strong positive culture and lead the team to deliver high quality educational programs. This role leads the EYM team to support teachers and educators in providing education for children aged 3-6 years while ensuring compliance with state and federal legislation.

POSITION OBJECTIVES

- Under the direction of the Coordinator Early Years, plan, develop and strengthen Council's Kindergarten Early Years management to ensure high quality services are delivered to the community.
- Provide program support to the kindergarten program through ongoing communication and engagement with all internal and external stakeholders.

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Early Years

Supervises: Kindergarten Teachers

Internal Relationships: All employees and Councillors

External Relationships: Members of the public, state and federal government and community groups and external service providers.

KEY RESPONSIBILITIES

- Lead, supervise, support and develop staff in the day-to-day operations of the individual kindergarten services.
- Lead and encourage a positive team culture by providing ongoing professional leadership and mentoring to Educators.
- Lead the recruitment of the Kindergarten Team.
- Manage the day-to-day operations of the Kindergarten service.
- Oversee and manage the Central Application process (enrolments).
- Work within the Early Years Management framework and Surf Coast Shire Kindergarten Service Statement (2023) to strategically plan for future growth of Kindergarten service delivery.
- Monitor the service compliance with state and federal funding requirements including Education and Care National Law and Regulations and Kindergarten funding guidelines.
- Foster a culture of continuous improvement in departmental processes, practices and service delivery standards by undertaking regular reviews and development of management policies and procedures
- Monitor the budget and report budget outcomes to the Coordinator Early Years.
- Develop strong relationships with key stakeholders and promote the Kindergarten program to external and internal stakeholder, including Parent Advisory Groups and Department of Education

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Accountable to Coordinator Early Years.
- Lead the Early Years Management team to ensure compliance with relevant legislation and regulations.
- Implementation and satisfactory performance of Early Years Management in regard to quality assessment systems, risk management, occupational health and safety.
- Freedom to act is governed by policies, objectives and budgets with regular reporting mechanisms to ensure the achievement of goals and objectives with the Coordinator Early Years supervision and guidance.
- Manage resources and control the operation and reporting mechanism to ensure adherence to allocated budgets for Kindergartens Provide support and direction to Kindergarten teaching staff.

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JUDGEMENT AND DECISION MAKING

The incumbent will be required to use their experience and expertise to shape the delivery and direction of the Kindergarten teaching team. Judgement and decision making will be within the ambit of the following:

- Ability to prepare recommendations regarding policies and kindergarten program development.
- Contribute knowledge to strategic planning and decision making, identifying policy options for Kindergarten services and recommend these to management.
- Carry out appropriate personnel management functions.
- Initiate and manage negotiations with stakeholders to gain commitment to projects and delivery of activities to meet timelines.
- Ability to lead, guide and advise kindergarten services according to the National Regulations, Early Years Framework and Kindergarten Funding Guidelines
- Ability to use judgement and decision-making skills when ensuring kindergartens are meeting the National Regulations, Early Years Framework and Kindergarten Funding Guidelines
- Problem solve using established techniques, procedures and guidelines identifying and analysing a range of options and recommendations and considering the impact on key stakeholders, particularly the wider community
- Demonstrated problem solving ability.

SPECIALIST SKILLS AND KNOWLEDGE

- Thorough knowledge of government guidelines in respect of Early Years Management and kindergarten programs.
- Analyse and make recommendations to management on issues, considering all relevant legislation, policies, objectives, budgets, annual business plan and longer term goals of the organisation.
- Knowledge of relevant legislation, standards, guidelines, processes and procedures relating to early years services and related fields.
- Knowledge and successful experience in the coordination and planning of Kindergarten programs within Local, State and/or Federal Government contexts.
- Understanding of the long-term goals of the functional unit and relevant policies of both the unit and the wider organisation.
- Demonstrated high proficiency in computer skills and relevant software packages.

MANAGEMENT SKILLS

- Ability to engage with people and negotiate outcomes.
- Knowledge of human resource practices including equal opportunity, OH&S and training & development.
- Planning and project management skills.
- Coordinate and provide direction to a large multidisciplinary team.
- Undertake strategic and business planning, policy development and submission writing.
- Effectively problem solve, exercise sound judgement and decision making in complex situations.
- Ability to use and interpret statistical and financial reports.
- Ability to lead, supervise and work within an early years team.
- Ability to manage own time and that of other employees so as to achieve specific and set objectives within agreed timelines.
- Thorough organisational and administrative abilities.

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Position description

INTERPERSONAL SKILLS

- Ability to maintain confidentiality.
- Ability to gain co-operation and support from internal/external stakeholders.
- Sound skills in conflict resolution and problem solving.
- Ability to liaise with other service providers and co-operate with other officers within Council.
- Sound oral and written communication skills.
- Ability to focus on customer service goals.

KEY SELECTION CRITERIA

Qualifications and Experience

- A Tertiary qualification in Early Childhood Education (must be in accordance with Education and Care services Nationals Regulations).
- Minimum of five years' experience in early years or other appropriate experience at a supervisory level.
- Demonstrated knowledge of the National Quality Framework in relation to leading a kindergarten service.
- Demonstrated experience in leading and supervising individual staff members and staff teams.
- Demonstrated knowledge of the Kindergarten Early Years Management Framework and Kindergarten Funding Guidelines .
- Demonstrated high level writing skills including; funding applications, acquittals, reports and policies.
- High Level of understanding of established partnerships with government and non-government services and agencies relating to Kindergarten programs.
- Demonstrated computer skills in a variety of online portals and applications, such as MS Word and Excel.
- Demonstrated capacity in understanding the purpose of values in an organisation.

Other requirements

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.
- This role will require occasional work outside regular office hours including weekday evenings and weekends to support the Kindergarten Support Officer to work through relief cover.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.
Business Continuity and Emergency Management	All roles support business continuity and emergency management through participation in planning, training, and response activities relevant to their function.

IF THIS POSITION IS ADVERTISED

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.