Team Leader Children's Services

Position Description

Position number	Multiple Positions
Directorate	Community Services
Department	Children's Services
Immediate Supervisor	Coordinator Children's Services
Supervising Positions(s)	Educator Early Learning (up to 12)
Level	TT 4 - Technical

Position Approval

Ainsley Roscrow

Executive Manager Aged care & Children's services

12/11/25

Review and Approval Date

Position Objective

To provide and develop a high quality, culturally relevant Early Childhood Education and Care program for all children aged from birth - to school age in accordance with relevant legislation, the MacDonnell Council (MRC) policies and management guidelines.

Key Duties and Responsibilities

- Act as the nominated supervisor as per National Quality Standards
- Implement and oversee the delivery of the Early Learning program in the community
- Develop positive working relationships with the community, educators, children, their families and stakeholders
- Through positive role modelling, mentor, coach and guide the work of Educators to build their capacity
- Make two way learning a priority in all aspects of program delivery. This will involve listening to educators and Community members and working in ways that reflect their culture and ways of knowing and being
- Undertake community recruitment and performance management processes with support from the Coordinator
- Develop and maintain systems of administrative records as required, assist in completing reports, and implement the relevant policies and procedures for the effective delivery of programs
- Develop and maintain systems and means of documenting children's learning
- Support the maintenance of daily records of services provided for all programs delivered
- Work towards the achievement of National Quality Standards for Children's Services inclusive of EYLF (Early Years Learning Framework)
- Plan for and provide meals and snacks in accordance with recommended dietary guidelines
- Exercise a Duty of Care for the safety, health and wellbeing of all children, families and staff attending Early Learning program

Skills and Attributes

- A collaborative approach to decision making with an ability to weigh options and forward plan
- Literacy, numeracy and computer skills to collect data, complete standard reports and correspondence
- Ability to lead, motivate and mentor team members to foster independence and increase local ownership of the service
- High level of communication skills to enable communication and conflict resolution with a diverse range of stakeholders
- A willingness to actively participate in team meetings, professional development and training opportunities as required
- A strong commitment to two-way learning
- Flexible and resilient nature

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Role Requirements

Essential

- Completed or working towards Certificate III level qualification in Early Childhood or higher qualification
- Demonstrated experience of at least 1 year working in an early childhood setting
- Experience in leading and managing teams
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Strong communication skills
- Ability to obtain and maintain NT Working with Children (Ochre) Card
- Satisfactory completion of a Criminal History Check
- Current First Aid Certificate or a willingness to complete
- Demonstrated understanding of the National Principles for Child Safe Organisations

Desirable

- Previous experience in working for an organisation operating across multiple sites
- Current Drivers Licence

Travel Requirements

This position is located in a community. Travel to Alice Springs and other communities, including overnight stays, in the MacDonnell Regional Council area may occasionally be required.

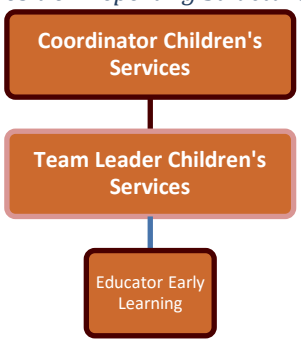
Physical Requirements

The role requires the following physical aspects:

- Standing for extended periods
- Getting up and down from floor level
- Manual handling of objects below 10Kg
- Repetitive bending and twisting
- Working indoors in an office environment
- Working outdoors in direct sunlight
- Travel on unsealed roads

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature _____ Date _____

Position Reporting Structure