

# Regional Early Education & Development – Perenjori

are seeking a

## Qualified Educator – Team Leader

Fulltime - Perenjori, Western Australia

### Remuneration & Benefits

- Annual wages between \$65,702 and \$67,539 per annum, dependent on experience and all conditions are in-line with the Children Services Award 2010.
- Sign on bonus \$1000\*
- Relocation allowance up to \$5,000\*
- Accommodation allowance up to \$150\* per week
- Rental accommodation available to move into immediately.
- Health Insurance Discounts with Medibank.
- Free membership to local 24 hour gym.
- Free access to community swimming pool.
- Employee assistance program (EAP) services provided to all staff and their immediate family.

### About You

You are looking to make a real difference in a child's life in a smaller regional centre supported by a close knit community!

### About Us

Regional Early Education and Development (REED) is a multi-site Early Childhood Education and Care (ECEC) service with currently 25 centres located throughout Regional Western Australia. Our mission is to deliver high quality and sustainable ECEC services by contributing to the development and well being of children (who are the future), while building relationships with families and communities in Regional WA.

### About the Position - (ANZSCO 421111)

#### Primary Responsibilities

- Provide quality early childhood education, care and development for children aged 0-6 for long day care and up to 12yrs in outside school hours care.
- Support, plan and lead the preparation of children's programs and play environments based on the physical, social, emotional, and cognitive of each child's learning and development. This includes setting and supervising daily routines, critical reflection and supporting individual child needs.

- Support children's learning through play, by providing age appropriate experiences and building on their individual interests to facilitate additional learning opportunities for each child.
- Build relationships with children and families that are positive, respectful and built on trust.
- Ensure the health and safety of children at all times.
- Work with children and families to effectively implement and supervise children's daily routines.
- Provide a safe and inclusive environment for children.
- Support children to develop cooperative behaviour through effective interactions, and ensuring behaviour expectations are age appropriate.
- Provide a range of programs to support children's development, acting as a role model for children in all developmental stages.
- Ensure child:staff ratios are maintained, and children are adequately supervised at all times.
- Provide support and direction to trainees, students, and volunteers through coaching, supervision, reflection and evaluation, and working cooperatively.
- Ensure child observations are completed and recorded regularly, using child interests to plan and build quality, inclusive programs and sharing children's progress with the child's parent/guardian.
- Have primary responsibility for children within your care, working effectively with Assistant Educators and Trainee's by delegating tasks and responsibilities where necessary.
- Working in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010*, *Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*.

### **Leadership Responsibilities**

- Responsible for the day-to-day management of the centre or service in the temporary absence of the Director and for management and compliance with licensing and all statutory and quality assurance issues.
- Generally, supervise all employees within the service and build a cohesive team committed to the delivery of high quality, sustainable services.
- Work in conjunction with the Cluster Manager in developing an organisation recognised for its professionalism, with a staff structure and appropriate processes and business systems.
- Work with the Cluster Manager to develop the profile of the organisation in the community.
- Maintain close networks with the other Team Leaders within the Cluster.
- Contribute, through the Cluster Manager, to the development of the centre or service's policies.
- Ensure implementation of REED Inc operational policies and processes.
- Work with the Cluster Manager to develop a strategy to increase utilisation of the service by attracting families from all backgrounds that make up a community.

## Operations

- Manage the day to day operations of each service through open communication and documentation with the Cluster Manager.
- Comply with the National Quality Framework for early childhood programs and National Quality Standards Regulations.
- Ensure programming, including individual and group observations are being completed.
- Provide pedagogy support to educators within the service.
- Assist with staff rostering.
- Ensure that the centre or service's policies and procedures are adhered to.
- Any other reasonable duties requested by the Cluster Manager.

## VISA Sponsorship

Visa sponsorship options may be available to the appropriate applicant.

## Required Skills, Knowledge, Qualities, Experience & Qualifications

### Essential

- Diploma in Children's Services.
- Up to date knowledge of all licensing and legislation relating to the provision of Early Childhood Education and Care.
- Understanding of the National Quality Framework and Standards, National Early Years Learning Framework and application.
- Proven ability to lead, develop and supervise staff.
- Proven ability to promote open communication in a team environment.
- Proven ability to develop and maintain positive relationships with families.
- Current Western Australian WWCC.
- Current national police clearance.

### Desirable

- Experience in provision of ongoing support and assistance to staff in administrative procedures, curriculum development, programming, family and community liaison and professional development.
- Ability to integrate Anti-Bias strategies into all program areas.
- OHS knowledge and understanding as it applies to ECEC services and its implication to ensure a safe and healthy environment in the service.
- Ability to work within tight time frames.
- Current First Aid, Anaphylaxis and Asthma Management Certificates.

To apply for this position, please email your resume and cover letter to [admin@reedwa.org.au](mailto:admin@reedwa.org.au) or for more information about the position, you can call us on 08 6832 3825.

\*Interim relocation packages are estimates and will be confirmed during the interview.