

Position Description

Private and Confidential

Out of School Hours - Lead Educator

[Diploma Qualified or Actively Working Towards (Studying) Diploma]

The Organisation

For over 35 years, LiveBetter Community Services has been delivering specialist service provision for the people of regional Australia. We are a not-for-profit organisation, originally formed through an amalgamation of several like-minded, regionally based organisations, with our head office based in Orange NSW and around 50 homes, day centres, respite cottages, offices and community hubs across Central Queensland and regional NSW.

Currently we deliver more than 80 customer-focused service programs across the aged care, disability, community development, child and family, Out of Home Care, clinical and mental health sectors, from offices and facilities in more than 45 communities. We employ more than 1600 people and 400 volunteers and in the last 12 months we provided care and support to more than 13,000 individuals and families living in regional, rural and remote communities.

Focusing on support in the home, and connections to the community, our approach to service delivery is to work with our customers in a holistic manner, seeking to meet their goals, needs and preferences. We also assist community members with information, linking and referrals.

As the need for community services remains strong, LiveBetter continues its significant growth, with steady growth in staff numbers, service capacity and diversity and in geographic spread. To support this growth, LiveBetter invests heavily in corporate infrastructure and management systems as well as staff training and development.

LiveBetter's annual revenue is more than \$100 million. 80% of revenue comes directly from Commonwealth and State Government funding, with service user contributions and revenue from commercial activities making up the balance.

LiveBetter is positioned as one of the largest regionally based providers of community services in eastern Australia. LiveBetter remains focused on ensuring programs and services are provided by local staff and tailored to the individual needs of local people and communities.

Our Purpose: *We inspire possibility by giving people access to support in their chosen community*

Our Mission: *By connecting capable, passionate and caring locals with those who need support*

Our Values

LiveBetter's Values guide the way we conduct ourselves. This includes how we interact with our clients, community and business partners and how we treat each other. LiveBetter's Values are:

- **Integrity:** We live out our values, are honest and ethical in all our dealings and are accountable for our actions.
- **Respect:** We value the individual. We recognise the rights and choices of the client, employees and the community. We encourage teamwork and support diversity within the team.
- **Cooperation:** We strive to identify and create value from partnerships and alliances with other organisations, agencies, businesses, communities and within our own organisation.
- **Empowerment:** We believe that individuals and communities should be encouraged and supported to realise their full potential.
- **Excellence:** We strive for excellence and best practice in all that we do as individuals, teams and as an organisation.

The Position

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|------------------------|---|
| Position title: | Out of School Hours Lead Educator (Diploma or Actively Working Towards Diploma Trained) |
| Location: | Blackwater |
| Job Type: | Permanent Full Time |
| Reports to: | Centre Director |
| Direct reports: | Nil |

Child and Family Services

LiveBetter's Child and Family Services team provide support to a diverse group of clients across the organisation. Child and Family Services are primarily concerned with providing children and their families' opportunities to overcome obstacles to participation within their communities.

The key projects undertaken by Child and Family Services include Preschools, Skills4Life, ParentsNext, Intensive Family Support, Out of School Care and Caring for Burray.

Background and Implementation

Blackwater Early Learning Centre and Out of School Hours Care recommenced operations in January 2018, from the Blackwater North State School.

Live Better has been successful in winning the tender from Queensland Department of Education, to operate both the early learning and before and after school and Vacation Care programs, these programs will be supported by LiveBetter- Child and Family Services. An experienced early childhood sector specialist who support and mentors the staff to achieve the best outcomes for children and families who attend the service. A centre Director will be responsible for the oversight of the Centre, including vacation and out of school hours care.

Blackwater Early Learning Centre operates for 50 weeks of the year and has an annual two-week closedown over the Christmas Period.

Job Summary

As a Diploma/Working Towards Diploma Qualified Lead Educator, you are expected to be an active member of a team which provides high quality early childhood education and care to children. In consultation with the Teacher/Director you will be required to:

- Develop strong relationships with children at the service;
- Develop strong relationships that support and partner with families and the community;
- Assist in implementing the policies and associated procedures of the organisation;
- Contribute toward continuous improvement in all areas of the service's operations.
- Attend Professional Development opportunities and team Meetings when advised by the Director.
- Mentor and coach lower graded staff.

General Responsibilities

- To work 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*;
- Working in accordance with the *Code of Ethics of the Early Childhood Australia*;
- Implementing the services' philosophy in undertaking all other duties;
- Working in accordance with the policies and associated procedures of the organisation;
- To be the Responsible Person in charge of the service in the absence of the director (as defined by the National Law).
- Assist in implementing the Early Years Learning Framework and National Quality Standards in practice
- Assist with developing and implementing a play-based curriculum.

Please refer to the attached detailed Position Responsibility Document that outlines responsibilities as per the National Quality Standard.

Risk

All staff must be aware of operational and business risks. They should:

- Provide input into various risk management activities assist in identifying risks and controls.
- Report all emerging risks, issues and incidents to their manager or appropriate officer.

Person Specification

Essential

- Diploma in Children's Services or Actively Working Towards (Studying) Diploma in Children's Services.
- Current First Aid Certificate, Anaphylaxis and Asthma Management training.
- Current Statement of Attainment for the course 'Identify and Respond to Children and Young People at Risk' CHCCHILD1B or CHCCHILD1C.
- Excellent verbal and written communication skills allowing you to build and maintain relationships with children, staff, families and the community.
- Experience working within the Early Childhood Sector preferably in a Community based Kindergarten.
- Demonstrated experience in program delivery.
- Ability to work as part of a team.

Desirable

- Experience working with children with additional needs.

Other requirements

- Pass a National Criminal History Check and pre-employment medical assessment (including drug and alcohol screening).
- Obtain a positive notice blue card
- Advise LiveBetter in writing of any conditions which may impact ability to carry out the responsibilities required of the role
- Ability to be flexible with work hours to meet reasonable demands of the position and needs of our customers.

Remuneration

An appropriate remuneration package in line with the skills, qualifications and experience of the successful candidate will be negotiated. Salary packaging opportunities are available.

The position is under the Children's Services Award 2010.

I hereby acknowledge that I have received my Position Description and understand what my duties and responsibilities are:

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|----------------|--|-------|--|
| Employee Name: | | Date: | |
| Signature: | | | |