



Job Description

Title:	Educational Leader and Documentation Support
Reports to:	Director of Childcare
EBA/Award:	South Coast Baptist College Operational Agreement 2024
FTE:	0.6FTE
Employment Type:	Contract with possibility of ongoing
Position Summary	
The Educational Leader plays a pivotal role in leading and supporting the delivery of high-quality education and care programs within the South Coast Baptist College Child Care Centre. Working collaboratively with the Centre Leadership Team and educators, the Educational Leader provides curriculum leadership, mentoring and guidance to ensure programs reflect the individual needs, interests and development of each child and are consistent with the National Quality Framework (NQF), National Quality Standard (NQS) and Early Years Learning Framework (EYLF). The Educational Leader is responsible for fostering a culture of reflective practice, continuous improvement and professional growth. The role provides guidance to educators in curriculum planning, implementation, documentation and evaluation, while supporting a safe, inclusive and engaging learning environment for children and families. As a member of the South Coast Baptist College community, the Educational Leader is expected to actively support and model the Christian ethos, values and practices of the College.	
Job Description	
Educational Leadership and Curriculum • Provide educational leadership and guidance to educators in the planning, implementation and evaluation of high-quality education programs. • Support the development of engaging, play-based learning experiences that reflect children's individual interests, abilities, needs and developmental stages. • Ensure curriculum planning and documentation aligns with the Early Years Learning Framework, including its principles, practices and learning outcomes. • Guide educators in observing, documenting and assessing children's learning and development. • Oversee the ongoing evaluation and improvement of educational programs and learning environments. • Promote environments that are aesthetically engaging, inclusive and responsive to children and their families. • Support educators to develop meaningful interest areas, resources and learning experiences across indoor and outdoor environments. • Encourage reflective practice and the sharing of ideas, knowledge and professional expertise across the team. • Support the implementation of curriculum and educational practices that promote continuous improvement in the quality of care and learning provided.	



Leadership and Staff Support

- Provide professional guidance, mentoring and support to educators in relation to curriculum and educational practice.
- Work collaboratively with the Centre Leadership Team and educators to maintain high standards of education, care, health and safety.
- Support educators to meet the individual needs of children and maintain appropriate supervision at all times.
- Assist educators in establishing effective routines, practices and learning environments.
- Promote a positive, professional and collaborative workplace culture.
- Participate in staff reflection, appraisal and professional development activities.
- Support the professional development of educators and contribute to relevant training and in-service activities.
- Value and utilise the diverse professional, cultural and linguistic knowledge and experience of team members.
- Raise concerns, incidents or matters requiring further support with the Centre Leadership Team through appropriate communication channels.

Children, Families and Community

- Build and maintain positive, respectful and professional relationships with children and their families.
- Maintain an understanding of the individual needs, interests and circumstances of children attending the Service.
- Communicate appropriately with families regarding children's learning, development and experiences.
- Attend parent meetings and provide support to families as requested by the Centre Leadership Team.
- Encourage families to participate in Service activities, experiences and decision-making processes.
- Identify opportunities to strengthen family and community engagement.
- Maintain confidentiality and ensure information relating to children and families is handled appropriately.
- Act as a resource and point of support for families where appropriate.

Compliance, Quality and Continuous Improvement

- Maintain current knowledge and understanding of the National Quality Framework and National Quality Standard.
- Support compliance with relevant legislation, regulations, standards, policies and procedures.
- Assist the Centre Leadership Team with the development, implementation and review of Quality Improvement Planning.
- Maintain an up-to-date understanding of current issues and developments within the early childhood sector.
- Maintain knowledge of child protection legislation and its application within an education and care environment.
- Promote and maintain high standards of health, safety, hygiene and wellbeing for children, families and staff.
- Identify and promptly report any matter that may compromise the health, safety or wellbeing of children or the effective operation of the Service.



- Ensure appropriate records and documentation are maintained.
- Support the Centre Leadership Team with administration, program development, professional development, staff training, parent engagement and other relevant activities as required.

Health, Safety and Environment

- Promote a safe, clean, hygienic and welcoming environment for children, families and staff.
- Ensure learning environments, resources and equipment are maintained appropriately.
- Support appropriate housekeeping, cleaning and maintenance practices.
- Ensure medication and health-related procedures are followed in accordance with Service policies and relevant requirements.
- Maintain an understanding of health, hygiene, nutrition and child development requirements.
- Actively contribute to the identification and management of risks within the Service.

Professional Conduct

As a member of South Coast Baptist College, the Educational Leader will:

- Actively contribute to a positive, respectful and professional workplace culture.
- Comply with the College's Code of Conduct and relevant policies and procedures.
- Always act in the best interests of children and the College community.
- Maintain professional and respectful communication with children, families, colleagues and leadership.
- Maintain confidentiality and exercise sound professional judgement.

Other Duties

- Attend regular staff meetings and professional development activities.
- Participate in required in-service training and professional learning.
- Undertake duties reasonably required by the Centre Leadership Team that are within the scope of the position.
- Maintain professional knowledge and practice through ongoing development.

Selection Criteria

Essential Qualifications and Experience

- ACECQA-approved Diploma of Early Childhood Education and Care or equivalent.
- Minimum three years' experience in a curriculum leadership role within an approved education and care service.
- Demonstrated experience in curriculum development, implementation and documentation of children's learning.
- Sound knowledge of the National Quality Framework, National Quality Standard and Early Years Learning Framework.
- Current Working With Children Check, First Aid and approved child protection qualifications.

Selection Criteria

- Demonstrated educational and curriculum leadership skills, including the ability to mentor and support educators.
- Demonstrated understanding of play-based learning and the Reggio Emilia approach.
- Strong communication, interpersonal and relationship-building skills with children, families and colleagues.



- Demonstrated ability to work collaboratively and contribute to a positive professional culture.
- Strong organisational skills, sound judgement and the ability to work independently.
- Commitment to reflective practice, continuous improvement and ongoing professional development.
- Knowledge of inclusion support processes and relevant child protection, health and safety requirements.
- Demonstrated computer literacy and ability to use relevant information technology.
- Commitment to providing a safe, inclusive and supportive environment that promotes the wellbeing, learning and development of children.
- Commitment to the Christian ethos and values of South Coast Baptist College.

Essential Requirements

- Meet the requirements for appointment as an Educational Leader under the Education and Care Services National Regulations.
- Maintain all required qualifications, clearances and certifications throughout employment.
- Comply with all College, Centre and legislative requirements.
- Demonstrate a commitment to acting in the best interests of children at all times.

Relevant Standards and Elements

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE

1.1	Program	The educational program enhances each child's learning and development.
1.2	Practice	Educators facilitate and extend each child's learning and development.
1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.1	Health	Each child's health and physical activity is supported and promoted.
2.2	Safety	Each child is protected.

QUALITY AREA 3: PHYSICAL ENVIRONMENT

3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.

QUALITY AREA 4: STAFFING ARRANGEMENTS

4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
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4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and Children	Respectful and equitable relationships are maintained with each child.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
General Requirements		
• To have a personal faith and commitment to the Lord Jesus Christ. • To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices. • To accept the College's Statement of Faith. • Build co-operative and supportive relationships with the board, principal, staff, students and parents. • Work to ensure personal best practice. • Ensure that decision making is based on fact and is impartial and fair. • Model the use of appropriate and proper channels of communication. • Always act in the best interest of the College and its ethos. • Commitment to maintaining a child-safe environment in line with the College's values and policies. • Working With Children Card. • National Police Clearance. • Contribute to a safe and healthy workplace by: • Following WH&S instructions and policies		



- Reporting accidents and hazards
- Generally caring for own safety and that of others, including volunteers, students, and parents.
- First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	