



COBURG
Children's Centre

POSITION TITLE:	Assistant to the Educational Co-ordinator (ECA)
APPOINTED BY:	CCCI Board of Management
ACCOUNTABILITY	Educational and Operational Co-ordinators (EC, OC)
DOCUMENT PREPARED BY:	CCCI Board of Management
DATE:	November 2017
REVIEW DATE:	November 2018

OUR CENTRE

The Coburg Children's Centre opened in Bell Street, Coburg in 1977. Our service is managed by the CCCI Board of Management (the Board) and is a standalone, financially independent legal entity, "run for families - not for profit". Moreland City Council (MCC) owns the building which is leased to CCCI.

CCCI is registered for 120 children and provides long day care for infants to school age children including both three and four year old integrated kindergarten, 4-year-old sessional kindergarten and bush kinder.

CCCI has a long history of education for sustainability, and is working towards accreditation as a "Resource Smart Accredited Early Childhood Centre". As such we place a strong emphasis on all aspects of sustainability and environmental responsibility.

We pride ourselves in providing high quality child care and kindergarten services. Family support, cultural relevance, parent and community participation that embrace all aspects of sustainability are paramount to the ethos of the everyday operations of the CCCI. Sound, collaborative, wise and inclusive leadership and management are central to the Centre's continued success. The ECA will lead and promote CCCI values and culture including:

- ⇒ Wellbeing and positivity
- ⇒ Quality
- ⇒ Mentoring
- ⇒ The creation of a supportive, collegiate and consultative environment
- ⇒ Emotional intelligence
- ⇒ Innovation and lateral thinking
- ⇒ Recognition of individual strengths and creating opportunities to grow
- ⇒ Cultivating a progressive environment
- ⇒ Creating connectedness, community and a sense of ownership for staff, children and families
- ⇒ Sustainability of the service and its business affairs

MANAGEMENT STRUCTURE

The Operational Co-ordinator (OC) is the Primary Nominee and has responsibility for the operational and business functions of the centre. The Educational Co-ordinator (EC) is responsible for the educational program. The OC and the EC have equal status and both have an assistant. The assistants will be well supported to learn the tasks associated with the following Key Responsibilities and Duties.

THE POSITION OBJECTIVES

The primary objectives of the ECA are to:

1. Embrace and use the collaborative management style of CCCI.
2. Primarily support the EC and step into the EC role as required.
3. Secondly support the OC and the Assistant to the Operational Coordinator (OCA)
4. Undertake part time teaching duties at CCCI.

KEY RESPONSIBILITIES AND DUTIES:

The CCCI leadership RASCI Matrix identifies the responsibilities and duties in further detail and underpins the organisational structure endorsed by the Board in 2017.

1. LEADERSHIP, MANAGEMENT & OUR PEOPLE

- ⇒ Model and promote collegiate teamwork.
- ⇒ Make impartial, inclusive decisions in consultation with the Coordinators as appropriate.
- ⇒ Welcome and support children, families, staff and visitors, being a 'go-to' person and face for CCCI.
- ⇒ Undertake the role of EC in the EC's absence in conjunction with OC.
- ⇒ Consult, support and collaboratively work with the EC, OC, OCA, Team Leaders and the OHS Representatives.
- ⇒ Manage grievances with staff and families in the absence of the OC and EC.
- ⇒ Learn and contribute to Staff Reflection Meetings and new staff induction.
- ⇒ Support and model for staff a high quality standard of professional care.
- ⇒ Support the development and delivery of the CCCI strategy, strategic initiatives, philosophy and culture.

2. EDUCATIONAL PROGRAM

- ⇒ Support the EC to model, mentor and deliver a high quality, innovative educational program.
- ⇒ Contribute to team meetings as required.
- ⇒ Kindergarten teaching responsibilities for children in either 3-year old, 4-year old, bush or sessional kinder, as agreed in collaboration with the EC and OC.
- ⇒ Contribute to the implementation of the NQF and development of the QIP as required.
- ⇒ Work in the rooms as required to develop positive working relationships with staff, children and families.
- ⇒ Support the audit process of individual children's planning records.

3. FINANCE, COMPLIANCE AND ADMINISTRATION

- ⇒ Learn and implement office procedures and practices as required.
- ⇒ Support families, enquiries, reception and administrative duties as required.
- ⇒ Maintain complete confidentiality internally and externally to the Centre.

4. FAMILIES, OUR NETWORK & COMMUNICATION

- ⇒ Develop positive communication and facilitate an understanding of the programs and operations of the Centre.
- ⇒ Encourage parents to become actively involved within the Centre and facilitate positive communication between staff and parents.
- ⇒ Support the EC to conduct tours of CCCI for educators, other professionals and prospective families.
- ⇒ Contribute to events, expos, meetings and professional development within the local and broader community.

5. RESOURCES AND ENVIRONMENT

- ⇒ Support purchasing/maintenance processes for equipment and resources.
- ⇒ Review and reduce consumables and have best practice waste management in line with our CCCI philosophy.

6. ADDITIONAL DUTIES

- ⇒ Willingness to undertake a range of tasks as determined by the needs of the centre in consultation and/or as required by the Board, the OC, the EC and/or the OCA.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- ⇒ A qualification that is equivalent to a degree in Early Childhood Education with a number of years experience to support mentoring and development of educators.
- ⇒ Model a positive, optimistic, “can do” culture toward the day to day management of the Centre
- ⇒ Ability to effectively engage, communicate with, relate and be sensitive to a wide range of socio-economic, cultural and professional backgrounds..
- ⇒ Collaborative leadership with the ability to listen to and appropriately support people.
- ⇒ Ability to approach a range of tasks to meet the needs of the Centre.
- ⇒ Ability to set priorities, plan and organise conflicting workloads while maintaining a sense of calm, order and approachability.
- ⇒ Ability to identify and manage risks & work within compliance frameworks.
- ⇒ Ability to write clear, concise, correct narratives.
- ⇒ Model and promote lateral thinking and a consultative process for decision-making.
- ⇒ Solid computer literacy skills
- ⇒ A sound knowledge and desire for continued learning about the needs, interests and development of children 0-6 years
- ⇒ Administrative competency, organisational skills and attention to detail.
- ⇒ Ability to assume responsibilities of Chief Warden in emergency response situations.
- ⇒ A good standard of personal presentation, positive disposition and pleasant and competent telephone manner.

SALARY AND CONDITIONS

- ⇒ Salary and conditions as per the VECTEA.
- ⇒ The ECA must be available to share opening and closing responsibilities of the centre which is open from 7am - 6pm Monday to Friday.
- ⇒ The centre operates for up to 50 weeks per year. The ECA will negotiate with the EC to ensure at least one or the other is present each week the centre is open.

PROBATION PERIOD

The appointment will be subject to a 6-month satisfactory probationary period.

PRE-EMPLOYMENT MEDICAL

The Board of Management require candidates to undergo a routine medical check by the Board's nominated medical officer, at the Board's expense, prior to an appointment being made.