



# Position Description

## Children's Services Group Leader

## Position title

Children's Services Group Leader

## Position number

4/002

## Department

Community Services

## Classification

Within the Group Leader Classification range in accordance with *Winton Shire Council Certified Agreement 2023, Queensland Local Government Industry (Stream A) Award 2017*

## Terms of employment

Casual, Permanent Full Time or Permanent Part Time positions available by negotiation

## Supporting documents

- Employee Code of Conduct
- Workplace Health & Safety Responsibilities
- Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Little Swaggies Child Care Director

### Supervision of:

No supervision applicable

### Internal Liaisons

Management, Council Staff and Council Departments as required

### External liaisons

Customers, Winton Shire Community at large and visitors to Winton as required

## Position objectives

The position of Group Leader is responsible for providing care to groups of children between the ages of 6 weeks to 12 years of age placed under their charge within the Little Swaggies Child Care Centre. This includes planning and writing daily programs for the children including applying duty of care, supervision, and ensuring the safety of all children

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and

- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## Qualifications/Licences/Tickets required

The following qualifications and licences are required:

- Certificate 3 in children's Services; plus enrolled in or completed a Diploma in Children's Services
- Working with Children Blue Card or have an ability to acquire same
- Current First Aid, CPR and Anaphylaxis Certification or ability to acquire same
- Ability to operate a motor vehicle under a "C" Class Licence
- Mandatory child protection training

## Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Ability to undertake physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling, sitting and standing for duration
- The Council employee Code of Conduct applies to this position
- Internal/External training inside and outside of work time for specific areas relating to the position is required
- Provision of satisfactory Criminal History Check/Blue Card Check
- Work within and contribute to a culturally diverse team with different skills, abilities and beliefs; and
- Involved in a flexible workplace, including adjusting and accepting day to day changes of the role, working in different rooms with different staff and different children

## Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

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- Monitor each child's wellbeing and talk to the director immediately if there are any concerns about a child's physical, physiological, sexual, and emotional or neglect in regards to any child in your care.
- Plan and record daily programs under the direction of the Childcare Director for the group of children you are placed with and maintain written records of each child's learning and development within the groups.
- Supervise and actively involve other educators in the planning and delivery of the daily program.

- Maintain all information pertaining to the children and their families in a confidential manner.
- Ensure active, adequate, and consistent supervision of the group including safety and behaviour management of all children within the group within the Centre.
- Ensure the room is organized and maintained in a clean, tidy, and safe manner.
- Inspect the room's equipment and supplies and notify the Childcare Director when maintenance or restocking is required.
- Identify any hazards and, where possible to safely do so, eliminate these, or report them immediately to the Childcare Director.
- Report to the Childcare Director immediately upon any accident to a child in the group and record the event as per the Centre's reporting procedure.
- Familiarise yourself with the childcare act, regulations and standards applying to the Childcare Centre.
- Maintain an awareness of action required in emergency situations (e.g. threats to safety, accident, fire, unauthorized attempted removal of a child from the group such as in custody cases, and when a child is left at the Centre after hours, etc.)
- Develop positive relationships with families by making parents feel welcome and share with them what their child has done during the day.
- Report to the Childcare Director any concerns raised by parents and refer the parents to the Childcare Director for further action.
- Mentor and provide clear instructions to Assistants and Children's Services Workers in the provision of childcare, daily programming, planning, and observation of all children.
- To work as a member of a co-operative team in order to provide an appropriate education program for the group of children within the service.
- To be responsible for the coordination of activities for a group of children for short periods of time throughout the day. Implement parts of the program as developed by the Group Leader and to provide feedback to the Group Leader.
- Provide a healthy, safe, and welcoming environment for children and families.
- Ensure the Health and Safety of the children in your care.
- Take a genuine interest in the children, their interests, activities and participate in these activities as much as possible to ensure continued learning and development for all children at the centre.
- Give each child individual attention and comfort as required.
- Participate in routine communication with parents, families, and other staff to the level of the employees competence.
- Ensure consistent recording of all children's learning and development while at the centre.
- Assist in developing and implementing programs and activities.
- Implement daily routines for children that support each child's daily needs.
- Understand and work according to the employers, procedures, and policies.
- Work in accordance with the licensing requirements of the childcare legislation.
- Perform general duties associated with the operation of the service including but not limited to all aspects of food preparation, service, and cleaning/maintenance of all areas of the premises (internal and external)
- Support the development, implementation, review and improvement of the Quality Improvement plan and other organisational policies, procedures, and practices.
- Exercise initiative and judgement.
- Work as a member of a co-operative team, sharing housekeeping duties.
- Attend staff meetings as required by the Directors.
- Assist in organising a pleasant, welcoming, and safe environment for the children.

- Undertake the physical duties involved in working with young children in an early childhood setting on a daily basis including but not limited to setting up and packing away indoor and outdoor environments at the centres, be able to kneel or sit on the floor in order to communicate with children at their level, be able to promote the image of Council services, portfolios and facilities in all dealings with the community.
- Ensure a high standard of service is provided in all dealings with management, staff, and customers; families, and children.
- Undertake research and keep updated on the latest legislative requirements of childcare centres, including changes to beliefs, practices, and procedures at centres; and
- Other duties within the capabilities of the staff member as directed by Council from time to time.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

### Selection Criteria 1

Experience in working with young children in a childcare or similar setting, including general knowledge of the provision of childcare including child development and current hygiene practices etc.

### Selection Criteria 2

Sound interpersonal, written, and oral communication skills with the ability to interact effectively with a broad range of people;

### Selection Criteria 3

Demonstrated ability to maintain a high level of diplomacy and confidentiality including sound initiative and judgement when assisting with sensitive issues.

### Selection Criteria 4

Ability to study and complete a Cert III in Children's Services commencing study upon the completion of three months' Diploma in children's services while working in this role as well as a demonstrated proficiency in the use of computers in the workplace particularly an ability to operate the Microsoft Suite of products; and digital cameras.

### Selection Criteria 5

Sound time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.

- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

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## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of Childcare Group Leader with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**



## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria (SECTION 9 of the Position Description)**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.