



## POSITION DESCRIPTION

<b>Position Title</b>	Educational Leader – Wangaratta Children's Services Centre
<b>Position Code</b>	7228
<b>Directorate</b>	Community & Infrastructure
<b>Work Group</b>	Community Services
<b>Position Classification</b>	Band 6
<b>Effective Date</b>	November 2025

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

To collaboratively lead the delivery of high-quality early childhood education and care services in accordance with the National Quality Framework (NQF), Early Years Learning Framework V2.0 and all other relevant legislation. The Educational Leader will work with the Children's Services Centre Coordinator and Children's Services Centre 2IC to lead continuous improvement and deliver quality early years education services.



## 2. Working Relationships

Reports to	Children's Services Centre Coordinator
Supervises	N/A

## 3. Key Responsibilities

**3.1** Be the Educational Leader across early years education programs in the Centre programs by:

**3.1.1** Collaborating with educators and provide curriculum direction and guidance.

**3.1.2** Leading educators to effectively implement the cycle of planning to enhance programs and practices.

**3.1.3** Oversee and support Educators to improve educational developmental outcomes for children ensuring planning and documentation align with Early Years Framework V2.0 and Victorian Early Years Learning Development Framework.

**3.1.4** Oversee and support continuous improvement and ensure the service operates in accordance with the National Quality Framework and other legislative requirements.

**3.2** Oversee a centre wide approach to staff development and training to support and extend on educators' knowledge to develop a high-quality service.

**3.3** Oversee and support the implementation of community engagement projects and initiatives for the childcare services.

**3.4** Other duties as required to support the operation of the Wangaratta Children's Services Centre.

**3.5** Ensure compliance with the Education and Care Services National Law and Regulations and support the Children's Services Centre Coordinator with the process of audits and evaluation of the Centre as measured against its stated goals and objectives.

**3.6** Identify and mitigate risks, ensuring a safe and inclusive environment.



#### **4. Core Physical Requirements**

**4.1** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

**4.2** Capacity to undertake client home visits.

**4.3** Capacity to, on occasion, lift items unspecified in weight within individual limits.

#### **5. Accountability and Extent of Authority**

**5.1** Support the provision of a high standard quality service in line with relevant frameworks and legislation to achieve service outcomes.

**5.2** Support educational practice within the Centre.

**5.3** Support for the provision of support services to at-risk families within the service.

**5.4** Supporting the implementation of the National Quality Framework, Early Years Framework 2.0, Victorian Early Years Learning Development Framework and other relevant legislations within the Centre.

#### **6. Judgement and Decision Making**

**6.1** Sound professional judgement based on experience and qualifications.

**6.2** Required to make decisions based on knowledge and experience that ensure problems and issues related to the position are promptly remedied or reported to appropriate persons.

**6.3** Exercise initiative and creativity in solving complex problems relating to service provision.

#### **7. Knowledge and Skills**

##### **7.1 Specialist Skills and Knowledge**

**7.1.1** Well-developed computer skills, particularly in Microsoft Office and general office – based equipment.



**7.1.2** Extensive knowledge of child development and education and care services, practices and principles.

**7.1.3** Ability to develop and use record keeping systems, strong administration skills and sound knowledge of budgeting and financial procedures as they relate to the operations of the service.

**7.1.4** Experience in the application of continuous improvement programs in relation to delivery of Family and Early Childhood Services.

## **7.2 Management Skills**

**7.2.1** Ability to effectively lead, manage and develop a diverse group of staff and encourage ongoing staff learning and development.

**7.2.2** Understanding of and an ability to implement personnel practices including those related to equal opportunity, occupational health and safety, training and development of staff and carers and risk management.

**7.2.3** Ability to deliver quality services within budget and resource allocations and in accordance with State legislation, funding guidelines and Council objectives.

**7.2.4** Skills in managing time, setting priorities, organising own work and that of staff to achieve specific and set objectives within the resources and time available.

## **7.3 Interpersonal Skills**

**7.3.1** Ability to gain cooperation and assistance from educators and families.

**7.3.2** Demonstrated problem solving skills and initiative.

**7.3.3** Ability to liaise with Early Years sectors, other Local Government areas, government bodies, peak bodies and other organisations to resolve, analyse and identify issues impacting on service delivery.

**7.3.4** Well-developed negotiation and conflict resolution skills.

**7.3.5** Strong communication skills demonstrated active listening skills and the ability to communicate effectively both in writing and verbally.



## 8. Qualifications and Experience

**8.1** Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), or:

**8.2** Diploma of Early Childhood Education and Care (or equivalent)

**8.3** Current First Aid, *Anaphylaxis and emergency asthma management* training (ACECQA- approved)

**8.5** Valid Working with Children Check and police check

**8.6** Accredited Child Protection Training, or willing to obtain.

**8.7** Demonstrated understanding of the National Quality Framework, Educations and Care Services National Law and Regulations, and experience with Assessment and Rating.

**8.8** Strong knowledge and understanding of child development and behaviour, current pedagogies and theories.

## 9. Key Selection Criteria

**9.1** Experience in the provision of an Educational Leader role within a family & early childhood services environment.

**9.2** Qualifications in Early Childhood (desirable).

**9.3** Experience in the provision of training and development frameworks for Family and Early Childhood staff.

**9.4** Strong communication skills demonstrated active listening skills and the ability to communicate effectively both in writing and verbally.

**9.5** Knowledge of issues facing families and children within a regional area.

**9.6** A current and satisfactory Working with Children Check and Police Record Check.

**9.7** Experience in the development of strategic plans, programs and initiatives that respond to the needs of families and children within the community.

**9.8** A current driver licence.



**Authorised by: Director – Community & Infrastructure**

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**Date:**

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**Employee's Signature:**

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**Date:**

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