



Educational Leader / Early Childhood Teacher

DEPARTMENT: Early Years

RESPONSIBLE TO: Early Years Manager

Educational Leader

The Role

This position requires the incumbent to inspire, lead, and mentor Early Years Educators in quality, ethical practice that aligns with MTHCS values, Early Learning Centre philosophy, ECA Code of Ethics and Child Safe Standards. The Educational Leader is required to support daily operations of the service.

Key Responsibilities

- Promote a positive culture and build a professional learning community.
- Support and mentor educators in building professional and respectful relationships with children, families and colleagues.
- Observe and engage in critical reflection regarding child / educator interactions to support best practice within a quality early childhood educational program.
- Build on current strengths and identify areas of need in relation to Professional Development and Practice of educators
- Plan for, lead, and actively participate in staff meetings
- Regularly contribute to the QIP and RAP through review, discussion and documentation
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented
- Demonstrate awareness and understanding of diversity and culture.
- Other duties as directed.

Early Childhood Teacher

The Role

This position is responsible for the delivery of developmentally informed programs to children 3 – 6 who are enrolled at the Preschool. Support to other centres in the cluster may be required – and negotiated as needed.

Key responsibilities

- Ensuring that children’s developmental outcomes are met and progressed.
- Leading program planning.
- Leading professional, developmentally informed observations about children.
- Leading and creating a learning environment which responds to each child’s developmental abilities.
- Oversight of the delivery of a service which is child and family centred in its approach.
- Ensuring compliance with the relevant Acts, Regulations and Standards that affect Children’s Services.
- Implementation of School Readiness Funding program
- To comply with the professional development requirements in the Industrial Award of agreement (under the VECTEA).
- To actively encourage parent (families) involvement in developing and implementing the program at preschool.
- To collaborate and network with colleagues across the catchment

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- Maintains current and accurate knowledge of the relevant Acts, Regulations, Legislation, Codes of Practice and Industry and Australian Standards and Guidelines that affect the Education and Care Services and incorporating them into all aspects of practice.
- To comply with the professional development requirements in the Industrial Award of agreement (under the VECTEA).
- Other duties as directed

Key Selection Criteria

Essential:

- Proven ability to apply high ethical standards and represent MTHCS in a professional manner.
- Highly developed verbal and written communication skills
- Bachelor of Early Childhood Education or any such qualification as approved by Early Childhood Australia.
- Good time-management with the ability to plan, work and manage time effectively without direct supervision.
- An interest in improving the health of families through the delivery of children’s services.
- Sound understanding and knowledge of early childhood development.
- Ability to prepare, document and implement a detailed developmentally appropriate educational program for children with parental involvement.
- A demonstrated ability to maintain confidentiality of information.
- Ability to collaborate and lead a team of educators
- Ability to work closely with EY Leadership team
- Knowledge of National Quality Standards and VEYLDF
- Current driver’s licence.
- Current Police Check

Desirable:

- Bachelor of Education or working towards.
 - Experience as a leader within an Early Years’ Service.

Our Vision

Leading our communities to excellence in integrated health and MTHCS

Our Mission

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

Our Values

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- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

Mallee Track Health and Community Service is a smoke free workplace

Child Safe Organisation

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

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To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
Staff Member

Print Name: _____

Signed: _____ **Date:** ____/____/____
Manager

Print Name: _____

cc: Personnel File

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