

# **YMCA of the Northern Territory**

## **Position Description**



<b>Position Title:</b>	Group Leader
<b>Department:</b>	Children and Family Services
<b>Reports To:</b>	Coordinator
<b>Direct Reports:</b>	Nil

### **1. Introduction**

The YMCAs of Australia are guided to achieve their Mission by the following Christian values:

- We value the whole person, consisting of a body, a mind and a spirit each of which is of equal importance.
- We value the dignity and intrinsic worth of all people regardless of age, gender, ethnicity, belief or other difference.
- We value diversity of people, communities and nations.
- We value equality of opportunity and justice for all people.
- We value healthy communities based on relationships between people which are characterised by love, understanding and mutual respect.
- We value acceptance of personal responsibility.

These core values translate into four key operation values that guide our work:

***Honesty – Respect – Caring – Responsibility***

### **2. Position Summary**

The Group Leader position provides strong leadership and oversight of curriculum programming and educational activities in the various areas of an Early Childhood Service. This position is responsible for developing and maintaining positive relationships with children, families and colleagues. At various times the Group Leader will take on the role of the Responsible Person and will be placed in day-to-day charge of the service and provide additional support to the coordinator including administrative duties.

You will contribute to the implementation and evaluation of an innovative and inclusive program based on the YMCA philosophy, safeguarding children standards, organisational policies and informed by the Early Years Learning Framework and the National Quality Standard. Above all, you will ensure the provision of a rich learning environment for children.

### **3. Duties & Responsibilities**

#### **General Responsibilities**

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct

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- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures
- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities
- Ensure compliance with all relevant WHS legislation and policies
- YMCA expects all personnel to commit to and support all child safety strategies of YMCA of the Northern Territory (YMCA). It is an expectation of personnel to understand and respond to and promote the safeguarding of children and young people and provide feedback on child safety at YMCA.
- YMCA expects all personnel to know and abide by child protection legislation. YMCA expects all personnel to act on concerns raised about or by children and young people by immediately reporting as per the Safeguarding Reporting Policy.
- Where there are children and young people present, personnel are required to provide supervision and actively involve children, young people and parents/carers in the ongoing development and implementation of Safeguarding Children and Young People Policies.

### **Key Responsibilities**

- Treat each child with dignity and respect, valuing their individual abilities, culture and family circumstances, ensuring the inclusion of all children in the program.
- To develop, implement and evaluate in consultation with families and other staff members, a program of experiences suitable to the development of the individual child and the group, and which reflects the Service Philosophy and the EYLF.
- To record regular observations and learning stories of individual children and the whole group, and to complete any other documentation required regarding the program - journal entries, evaluations, planning, developmental summaries.
- Be responsible for the care and wellbeing of the children and the supervision of activities throughout the day.
- Provide a warm, welcoming and stimulating learning environment.
- Ensure interactions are warm and positive.
- Attend to the physical needs of each child.
- Develop a co-operative rapport with all families, encouraging their involvement in the program, and Centre activities.

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- Encourage family feedback, and use this within the evaluation of the program.
- Support families, communicating any concerns regarding their child, sharing relevant records with families.
- Ensure regular communication with families by way of informal 'chats', contributing to newsletters, parent meetings, day books, etc.
- To supervise other staff up to CSA Level 3 (or equivalent), and carry out administrative duties which relate to effective room management and early childhood education responsibilities.
- Attend relevant staff training, and keep up-to-date with current developments in early childhood field.
- Be involved in the orientation of new staff members and the supervision of students and volunteers.
- Participate in staff appraisals and set relevant professional goals
- Aid the Coordinator with administration duties including filing, payment of accounts, attendance records, absences, payroll, purchasing, training
- Be responsible in the absence of the Coordinator
- Communicate with parents and deal with any issues in the absence of the Coordinator
- Take and manage phone enquiries effectively and to record accurate messages for the Coordinator

#### **4. Working Relationships**

- Promote cultural diversity in the workplace, fostering collaborative and effective cross-cultural relationships with customers and co-workers
- Build strong working relationships and communicate with all YMCA staff (including direct Managers and Supervisors) and YMCA customers on a regular basis
- Share 'housekeeping' responsibilities, both relating to the group you are working with and other areas of the Centre
- Attend staff meetings as required

#### **5. Mandatory Conditions of Employment**

- Hold a valid Working with Children Card
- Complete YMCA Safeguarding Children and Young People training and refreshers
- Obtain a satisfactory Criminal History check

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## 6. Selection Criteria

### Mandatory:

- Must have, or be willing to work towards Diploma of Children's Services, or Bachelor of Teaching (Early childhood) (or equivalent),
- Current First Aid certificate
- Current Anaphylaxis Management Certificate
- Current Asthma Management Certificate
- Experience working in Children's Services
- Demonstrated experience responding to children's and parents needs and concerns, ensure the quality of service meets the National Quality Standards
- Excellent interpersonal, presentation and communication skills

### Preferred:

- Knowledge of YMCA operations values and mission, desirable

## 7. Position Acceptance:

I have read and understood the duties and requirements of my position as described above. By signing this position description I agree to and acknowledge the expectations required of me.

Please note, this position description is a guide and does not limit the requirements or tasks of your role with YMCA of the Northern Territory.

Employee's Name \_\_\_\_\_

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_