

<b>Position Title</b>	<b>EARLY LEARNING – ROOM LEADER</b>
<b>Position Number</b>	
<b>Cost Centre</b>	
<b>Senior or Middle Management, Team Member</b>	Team Member
<b>Classification – Full or Part-time (%)</b>	Full-time
<b>Scope or Purpose of Position</b>	<p>To contribute to the maintenance of an effective, quality childcare program in a safe, secure environment at the Murray Valley Aboriginal Co-operative (MVAC) Child Care Centre in Robinvale.</p> <p>The MVAC Child Care Room Leader is responsible for safe supervision and control of the children in care as directed by the MVAC Early Learning Director. This involves planning and implementing early childhood educational programs which provide for children’s developmental needs and interests</p>
<b>Contractual Employment Period</b>	Twelve months in the first instance; possibility of extension depends on funding and satisfactory completion of the probation period.
<b>Time Fraction Per Week</b>	<p>Successful applicant will work <b>34 hours</b> per week over a 52-week year, and between the following weekly operating hours:</p> <p>Monday – Thursday: 9:00am – 5:00pm.</p> <p>Friday: 9:00am – 4:00pm.</p> <p>Closed Weekends, and National or Victorian Public Holidays.</p> <p>Breaks: 30 minutes for lunch and 10 minutes each for morning and afternoon tea to be taken in shifts with other staff to ensure continuity of care.</p> <p>An employee may be requested to work hours outside the above times but may also have the right to refuse such request depending on the situation. Any excess hours maybe recognized by TOIL or direct payments</p>
<b>Award</b>	<b>Children’s Services (Victoria) Award 2005</b>
<b>Child Safety</b>	<p>MVAC aims to ensure the safety and well-being of children across all workplaces in line with current Child Safety Standards and CCYP standards. In order to achieve this, MVAC has implemented all necessary legislation, regulations and guidelines pertaining to child safety at all levels of operation through policies and procedures.</p> <p><b>Management Responsibility:</b> Priorities the safety and wellbeing of children to your staff. Regularly review the 11 standards at staff meeting level.</p> <p><b>Staff and Volunteers Responsibility:</b> Priorities child safety.</p>

	<p>Implement the Child Safety and welling policies.</p> <p>Speak up about child safety.</p>
<p><b>Salary or Compensation Rate (including superannuation)</b></p>	<ul style="list-style-type: none"> <li>• \$53,000 - \$66,000 depending on qualifications and experience</li> <li>• Fresh meals are provided daily</li> <li>• Discounted Childcare if applicable</li> </ul> <p><i>Note: Salary or compensation rates and conditions will be reviewed and considered at the annual performance review session only; notwithstanding any due increases in the respective over-riding award any or all adjustments in compensation conditions lies with the CEO, MVAC only, and no other agent of MVAC including the Direct Performance Reviewer.</i></p>
<p><b>Salary Packaging Rights (if allowed)</b></p>	<p>This position is eligible for salary packaging.</p>
<p><b>Required Pre-Employment Conditions or Screening Checks</b></p>	<p>All MVAC employees, prior to any appointment, are required to obtain or hold a current police check (no older than three months before application) and maintain:</p> <ul style="list-style-type: none"> <li>- A Working with Children Check. For more information: <a href="http://www.justice.vic.gov.au/workingwithchildren/">www.justice.vic.gov.au/workingwithchildren/</a></li> <li>- A current unrestricted drivers' licence, and</li> <li>- A current First Aid Certificate (code finishing in 0003 or greater), and</li> <li>- Any other status deemed necessary for the position, for example, teaching or child care qualifications, etc</li> <li>- Food Handlers Certificate, and</li> <li>- Anaphylaxis Training including the use of an Epi Pen</li> </ul> <p><i>Note: MVAC will assist all employees during their time of employment to hold a current status or stay current for above conditions.</i></p>
<p><b>Primary Position Location</b></p>	<p><b>MVAC Early Learning Centre, 87 Latje Road, Robinvale</b></p>
<p><b>Secondary Locations (If any)</b></p>	<p>Nil</p>
<p><b>Probation Period</b></p>	<p>Usually six months after initial appointment; it can be deemed shorter at the discretion of the CEO only.</p> <p>During any probation period there will be two reviews undertaken; one approximately mid-way, and another two weeks before end of probation period at which time the employee could be come permanent for the terms of the funding source or have their probation period extended or their contract of service terminated.</p>
<p><b>Direct Reports to</b></p>	<p>Early Learning Director</p>
<p><b>Secondary Reports to</b></p>	<p>Education and Compliance Officer</p>
<p><b>Performance Review Timing</b></p>	<p>Once an employee has had their contract of service confirmed and/or post the completion of the probation period there is usually a number of three-monthly performance / staff development reviews undertaken until the contract of service is completed or a new contract of service is renegotiated.</p>
<p><b>Direct Performance Reviewer</b></p>	<p>Early Learning Director</p>
<p><b>Secondary Performance Reviewer (if any)</b></p>	<p>Education and Compliance Officer</p>
<p><b>End of Contract Conditions</b></p>	<p>An end of contract can be deemed to have happened if the employee has resigned, retired, been terminated due to a breach of certain MVAC policies, and/or National or State legislations, or for other specific reasons stated in the contract of service. In most cases compensation maybe granted for an early completion of a contract of service.</p>

<b>Daily Line Responsibilities (Positions)</b>	All or any child care workers within a room or a specific location of the child care centre
<b>Line Performance Review Responsibilities</b>	Nil
<b>Primary Legislation Position Operates Under</b>	<ul style="list-style-type: none"> <li>• Fair Work Act 2009</li> <li>• Human Rights and Equal Opportunity Commission Act 1996</li> <li>• Racial Discrimination Act 1975</li> <li>• Sex Discrimination Act 1984</li> <li>• Occupational Health and Safety Act 2017</li> <li>• Social, Community, Home Care and Disability Services Industry Award (SCHADS)</li> <li>• Working with Children Act 2005</li> <li>• Children and Young Persons (Age Jurisdiction) Act 2004</li> <li>• The Education and Care Services Regulations 2011</li> <li>• The Health Act 1958</li> <li>• The Food Act 1984</li> </ul>
<b>Secondary Legislation or Policies Position Operates Under</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Key Internal Relationships</b>	<ul style="list-style-type: none"> <li>• MVAC Early Learning Team</li> <li>• MVAC Family Services</li> </ul>
<b>Key External Relationships</b>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• MVAC Local Community</li> </ul>
<b>Key Accountabilities or Responsibilities (KPI's = Bold)</b>	<ul style="list-style-type: none"> <li>• Learning activities and experiences are purposeful, supports ongoing learning and planned for/available every day</li> <li>• A program is available at all times</li> <li>• The planning cycle is evident in planning documentation</li> <li>• Illnesses are reported and managed according to procedures</li> <li>• Child safety concerns are documented and reported when required</li> <li>• Positive child and family feedback</li> <li>• Family participation, opinions and contributions are clearly documented and used to inform programming</li> <li>• Positive assessments, ratings, spot check reports</li> <li>• Positive internal audit reports and reviews</li> <li>• Participation in meetings and training is documented and used to inform programming</li> <li>• Positively embrace and adopt change as it occurs.</li> <li>• Exhibit workplace practice, actions and behaviours in line with MVAC's Code of Conduct and ELC Code of Ethics.</li> </ul>
<b>Key Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the guidance/support/direction/discipline and general supervision of staff, students and volunteers working within the Childcare service.</li> <li>• Interact with children in a manner that will enhance each child's self-esteem and self-concept, including participating in the integration of children with special needs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mentoring trainees on practical placement. Provide verbal and written feedback to aid reflective learning.</li> <li>• To ensure staff are aware of current thinking and practice in early childhood education, and service delivery.</li> <li>• Assist in the development and implementation of fortnightly plans of activities which provide educative experiences and routines and which reflect the needs of the group in general.</li> <li>• In compliance with the OH&amp;S Policy, ensure a safe environment is maintained for staff and children, with particular attention to children with anaphylaxis, allergies, asthma etc.</li> <li>• To ensure that accurate records are kept in regards to accident, incident, injury, illness and medication. The appropriate books/records are to be checked on a regular basis to ensure ongoing compliance.</li> <li>• Monitor all toys and equipment for safety and, if repairs are required, take appropriate action.</li> <li>• Undertake observations on the effect of the program and make recommendations to the Early Learning Director as a means of improving the learning and developmental opportunities for the children in care.</li> <li>• Discuss appropriate planning of activities as a result of observations of child behaviour, in accordance with appropriate guidelines.</li> <li>• Participate in routine housekeeping, ensuring a high standard of hygiene and tidiness are maintained, including keeping the child care areas safe and neat.</li> <li>• Maintain the storeroom ensuring storage cupboards and shelving are well organised and tidy (including own folders for planning and observation, folders of children's artwork and photos and other documentation).</li> <li>• Notify MVAC Child Care Coordinator when consumable stocks require replacing.</li> <li>• Participate in all planned and incidental activities and routines.</li> <li>• Develop and maintain a positive partnership with parents, guardians and family members. This involves appropriate greeting with parents and informing them of any relevant information regarding their children.</li> <li>• Work cooperatively and effectively with other team members.</li> <li>• Attend and participate in regular staff meetings and other meetings as required.</li> <li>• Attend staff development training as arranged or negotiated.</li> <li>• Perform other duties as specified by the MVAC Child Care Coordinator as the need arises.</li> </ul>
<b>Key Challenges within the position</b>	<ul style="list-style-type: none"> <li>• Childhood diseases and ailments</li> <li>• Aggressive parents and guardians</li> <li>• Aggressive children in the workplace</li> </ul>
<b>Selection Criteria's / Requirements / Knowledge: Essential/Key</b>	<ul style="list-style-type: none"> <li>• Certificate 3 and/or Diploma in Child Care Services</li> <li>• Knowledge of and experience in working with local Aboriginal community</li> <li>• Knowledge and understanding of the development needs of children aged 1 to 7 years of age including those children with additional needs.</li> <li>• Experience in supervising staff</li> <li>• Demonstrated ability in planning and implementing programs on a weekly or fortnightly basis, considering the individual needs of the children in care.</li> </ul>

<b>Section Criteria's / Requirements: Desirable / Not Essential</b>	<ul style="list-style-type: none"> <li>Working knowledge of relevant regulatory requirements, in particular those under Working with Children Act 2005, Children and Young Persons (Age Jurisdiction) Act 2004 and the Working with Children Regulations 2006.</li> </ul>
<b>Essential Personal Qualities</b>	<ul style="list-style-type: none"> <li>An understanding of child development and the needs of young children</li> <li>Ability to communicate well with children and adults</li> <li>A genuine desire to be involved of the education of children</li> <li>High levels of self-motivation and enthusiasm</li> <li>Ability to supervise and support staff</li> <li>Ability to work as an effective team member</li> </ul>
<b>Primary Risk Exposures for Position</b>	<ul style="list-style-type: none"> <li>Parent or guardian physical or verbal abuse</li> <li>Childhood illnesses and conditions</li> <li>Environmental including external conditions</li> </ul>
<b>Selection and Appointment Process</b>	<ul style="list-style-type: none"> <li>All applications will be assessed within three working days of close of application, and a short-list will be created for applicants to be invited to attend an interview; those applicants not short-listed will be notified of their unsuccess within five working days of the close of application.</li> <li>Interviews will usually be conducted within ten working days of the close of applications; all short-listed applicants will be notified of their success by email only.</li> <li>Most interviews will be conducted face to face on MVAC grounds unless there are constraints on applicant's attendance or State legislation, for example, covid safe practices.</li> <li>Applicants will be interviewed by a panel of at least interviewers. The interviewers will be selected from a broad range of areas including but not limited to members of the Board of Directors, respected members of the local Aboriginal community, Supervisory Staff Members, External Agency Representatives or consumers.</li> <li>All applicants must provide the names and contact details of a minimum of two current and suitable referees; these referees will be contacted before any appointment can take place.</li> </ul> <p><i>All interviewed applicants will be notified, via phone or letter, of their success or not within five days after all interviews and the referee checking process have been concluded.</i></p>
<b>Privacy Requirements</b>	<p>All successful applicants will be required to acknowledge the existence and daily application of the MVAC Privacy Policy <a href="https://www.mvac.org.au/privacypolicy/">https://www.mvac.org.au/privacypolicy/</a> which have been developed in-line with the Privacy Act 1988 <a href="https://www.oaic.gov.au/privacy/australian-privacy-principles/">https://www.oaic.gov.au/privacy/australian-privacy-principles/</a></p>
<b>Disclosure of Information on Pre-existing Injuries or Conditions</b>	<p>There is an obligation on applicants to fully disclose, either in application and/or at interview, any prior or present medically related injuries or conditions that could have a bearing on their ability to perform the duties and responsibilities of the position, as outlined in this Position Description, or potentially expose the employer to increased workplace-related liability in the future (see primary risk exposure section for guidance). Such information cannot be used by MVAC to discriminate the</p>

	<p>applicant in their consideration for suitability for the position, nor once employed in any performance reviews or promotion considerations</p> <p><a href="https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law">https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law</a></p>
<b>Continuous Professional Development (CPD)</b>	<p>MVAC is a strong and active supporter of all employees undertaking opportunities to further enhance their professional and personal skills and abilities, and MVAC may provide this support through the conduct of internally managed workshops, paid for attendance to externally provided workshops, or direct compensation for course fees or levies.</p>
<b>Any Other Information</b>	<ul style="list-style-type: none"> <li>• Murray Valley Aboriginal Co-Operative Ltd (MVAC) is an Equal Opportunity Employer.</li> <li>• Selection will be based on assessing demonstrated performance of the skills, knowledge behaviours and other qualifications relevant to the position.</li> <li>• Aboriginal people are strongly encouraged to apply.</li> <li>• MVAC reserves the right not to appoint.</li> <li>• MVAC is committed to continuous quality and service delivery Improvement and would expect all employees to work with and within these improvements systems.</li> <li>• <b>MVAC, and its buildings and grounds are 'smoke free.</b></li> </ul>
<b>Special Information Specific to Child Care Operations</b>	<p>The MVAC Child Care Centre operates under a funding agreement with the Victorian Government Department of Education and Early Childhood Development (DEECD). The guidelines for operating the centre are based on the requirements for Multifunctional Aboriginal Children's Services (MACS) and the Victorian Government standards for child care.</p> <p>MACS centres are designed to help Aboriginal communities with their child care needs and give these communities an opportunity to design and operate their own child care services.</p> <p>The needs of children in Aboriginal communities may be different to those of the general population who use standard child care services, therefore a centre which provides culturally appropriate conditions and a system which can monitor the children as they progress through their education, provides them with the best possible chance of equity with non-Aboriginal children.</p>
<b>Contact Persons for Further Information</b>	<ul style="list-style-type: none"> <li>• Education and Compliance Officer: <a href="mailto:Andy.mclachlan@mvac.org.au">Andy.mclachlan@mvac.org.au</a></li> </ul>
<b>Person Responsible for Position Description Review, and when.</b>	<ul style="list-style-type: none"> <li>• Education and Compliance Officer</li> <li>• 14 December 2024</li> </ul>
<b>Key MVAC Governance Issues</b>	
<p><b>Our Vision: Cultural Strength and Independence</b></p> <p><i>We want to further develop a strong cultural foundation for current and future generations of Indigenous people with programs that improve existing standards of Aboriginal housing, Aboriginal jobs, Indigenous welfare, and Indigenous education.</i></p> <p><b>Our Mission: Improving the Lives of Aboriginals</b></p> <p><i>We aim to provide services that are beneficial to, and consistent with, the core values of</i></p>	

*Aboriginality. We encourage community collaboration and contribution to Indigenous assistance programs, and actively promote Aboriginal cultural and family values.*

**Everything MVAC offers or provides is founded on:**

- Respect and support for the values of the Aboriginal Community
- Honesty and integrity
- Transparency, accountability and fairness in our decision making
- Professional, reliable and timely service delivery'
- Valuing our staff and provision of a diverse and supportive workplace
- Displaying cultural strength and awareness

Furthermore, MVAC is committed to improving the health and welfare of Aboriginal people in Robinvale and Murray Valley districts, by providing information and access to culturally appropriate support services and programs for health care, child care, aged care, housing, employment and legal matters <https://www.mvac.org.au/>

Lastly, MVAC actively supports and embodies, on a daily basis, within all policies, practices and community relationships the five governing principles promoted by Reconciliation Australia in its mission statement '*At its heart, reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians*' <https://www.reconciliation.org.au/what-is-reconciliation/>

<b>Signature of Employee (once contract has been signed)</b>	•
<b>Name and Date:</b>	•