



Position Description

Child Care Team Leader

Job Title	Child Care Team Leader
Classification	Level 4
Work Unit	Community Services
Responsible To	Child Care Coordinator

Primary Objective

The Child Care Team Leader will assist the Child Care Coordinator in providing administrative and management support across all aspects of service operations, ensuring compliance with legislative childcare guidelines, regulations, and procedures. This role will support the planning and delivery of the Early Childhood Education Program, assist with daily service operations, and in the preparation of reports. Working closely with the Child Care Coordinator, this role will foster positive partnerships and relationships to strengthen community engagement.

Key Responsibilities

1. Actively lead, mentor, train and support and supervise child care staff.
2. Develop positive and respectful working relationships that are culturally sensitive with children, families, staff, community and external stakeholders.
3. Lead child care staff in the planning and delivery of a developmentally appropriate Early Childhood Educational Program in line with National Quality Standards, The Early Years Learning Framework and the Aboriginal 8 Ways of Learning.
4. Ensure the safety and supervision of children at all times and compliance with all Policies and Procedures relating to Safeguarding Children, Privacy and Confidentiality, and Work Health and Safety.
5. Ensure a flexible service is provided to the community in response to the changing needs of the community.
6. Support the Child Care Coordinator and other staff in the planning and development of a menu and the ordering, purchasing, management and safe storage of food and kitchen supplies.
7. Support the Child Care Coordinator and other staff in the preparation and serving of nutritious food for children, including breakfast, lunch and morning and afternoon tea.
8. Participate in the care, cleaning and maintenance of the work environment and equipment and ensure that WHS requirements, Food Safety Legislations and Guidelines are maintained, and checklists are completed.
9. Comply with all Workplace Health and Safety Policies and Procedures.
10. Actively participate in all offered training and development opportunities.
11. Other duties as reasonably directed by the Child Care Coordinator.





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Essential Selection Criteria

- A minimum qualification of Certificate III in Early Childhood Education and Care.
- Demonstrated knowledge and understanding of Child Care legislation, including the National Quality Framework and all regulatory requirements.
- Demonstrated experience in a leadership role with the ability to effectively coach, mentor and develop staff and support all areas of administrative procedures.
- Proven ability to effectively deliver early childhood programs.
- First Aid and CPR qualification, or the willingness to obtain.
- Food safety qualification, or the willingness to obtain.
- Current Ochre Card, or the willingness to obtain.
- The ability to maintain a safe working environment utilising principles of risk management.
- Current C Class Driver's License with ability to drive manual vehicles.

Desirable Selection Criteria

- Other relevant or related qualifications.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

Dale Keehne
Chief Executive Officer
East Arnhem Regional Council

