



POSITION DESCRIPTION

Playgroup Team Leader

Position:	Playgroup Team Leader
Department:	Community Services
Reporting Relationship:	Community Services Coordinator
Award Classification:	To be confirmed
Conditions of employment:	<p><i>Queensland Local Government Industry (Stream A) Award - State 2017.</i></p> <p>Commitment to Council's Code of Conduct, policies, procedures, and any other applicable legislative requirements is required.</p>
Hours of Duty:	Nominally 28.5 hours per week.
Work Health & Safety requirements:	<p>Employees are required to comply with Councils workplace health and safety policy, the <i>Work Health and Safety Act 2011</i>, the Work Health and Safety Regulation 2011 and any reasonable instruction given by his or her supervisor in respect to the health and safety of themselves and others.</p> <p>Employees must take reasonable care for their own health and safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and comply with any reasonable instruction given by their supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.</p>
Primary Objectives of the position:	<p>The Playgroup Team Leader is responsible for ensuring the delivery of high-quality playgroup programming for children in the Mapoon Aboriginal Community. This position is linked to the Indigenous Advancement Strategy and aimed at improving educational outcomes for Aboriginal and Torres Strait Islander Children.</p> <p>The Playgroup Team Leader holds responsibility for activity planning and staffing associated with the program.</p>



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<p>Key duties & responsibilities:</p>	<ul style="list-style-type: none"> • Actively offer teaching opportunities for children, offering appropriate levels of support and stimulation. • Assess the needs of each child and monitor the child's progress. • Set up the playroom for daily activities and maintain tidy areas for all sessions. • Administer first aid to level of competency when required. • Ensure all incidents, accidents and injuries are reported and documented. • Maintain effective communication with parents. • Maintain strict confidentiality pertaining to any information relating to children, their families or other staff acquired as part of the job. • Report to the Community Services Coordinator any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary. • Provide data and monthly reports to the Community Services Coordinator. • Demonstrate willingness to attend in-service training courses and meetings as required. • Maintain a positive working relationship with all team members. • Undertake any other reasonable duties as directed by the Community Services Coordinator, in accordance with the playgroup's business plan/objectives.
<p>Selection criteria:</p>	<p><u>Qualifications / Licences</u></p>



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	<ul style="list-style-type: none">• Diploma in Early Childhood Education and Care• QLD Blue Card• First aid and CPR certification• C Class drivers licence <p><u>Knowledge, Skills & Abilities:</u></p> <ul style="list-style-type: none">• Demonstrated experience and understanding of the Early Years Learning Framework and National Quality Standard• Proficiency in working collaboratively on project activities related to children• Knowledge of child development and age-appropriate activities to promote early learning <p><u>People Oriented Skills</u></p> <ul style="list-style-type: none">• Demonstrate excellent communication, organisation and time management skills• Ability to work in a manner that is culturally sensitive and respectful, with a range of families and community stakeholders• Ability to work as part of a team• Sound computer literacy <p><u>Vaccination Requirements</u></p> <p>Under the new Queensland Government measures linked to vaccination status, candidates for this position are required to provide suitable evidence of COVID-19 double vaccination</p>
<p>Employee name & signature:</p> <p>_____</p> <p>Name Signature</p>	