

TIWI ISLANDS REGIONAL COUNCIL

POSITION DESCRIPTION & SELECTION CRITERIA

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| Position Title: | Childcare Team Leader (M) |
| Reports to: | Children's Services Manager |
| Designation: | LGIA Level 5 - 6 |
| Employment Status: | Permanent Full Time |
| Location: | Milikapiti |

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 8320sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

Primary Objectives

- Follow the direction of the Children's Services Manager.
- Provide quality childcare services during required hours.
- Provide direction and leadership with the operation of Milikpaiti Crèche.
- Implement and maintain the principles and practises of the National Quality Standards and the Early Years Learning Framework.
- Follow and adhere to all Tiwi Islands Regional Council policies and procedures.

Key Responsibilities

National Quality Standards

1. *Quality Area 1: Educational program and practise*
Ensure that the educational program and practice is stimulating and engaging and enhances children's learning and development. In school age care services, the program nurtures the development of life skills and complements children's experiences, opportunities and relationships at school, at home and in the community.
2. *Quality Area 2: Children's health and safety*
Ensure that safeguarding and the promotion of children's health and safety.
3. *Quality Area 3: Physical Environment*
Ensure the physical environment is safe, suitable and provides a rich and diverse range of experiences that promote children's learning and development.
4. *Quality Area 4: Staffing arrangements*
Ensure the provision of qualified and experienced educators, coordinators and nominated and experienced supervisors who are able to develop warm, respectful relationships with children, create safe and predictable environments and encourage children's active engagement in the learning program.
5. *Quality Area 5: Relationships with children*

Ensure relationships with children being responsive, respectful and promoting children's sense of security and belonging. Relationships of this kind free children to explore the environment and engage in play and learning.

6. *Quality Area 6: Collaborative partnerships with families and communities*

Ensure collaborative relationships with families that are fundamental to achieving quality outcomes for children and community partnerships that are based on active communication, consultation and collaboration.

7. *Quality Area 7: Leadership and service management*

Ensure effective leadership and management of the service that contributes to quality environments for children's learning and development. Well documented policies and procedures, well maintained records, shared values, clear direction and reflective practices enable the service to function as a learning community. An ongoing cycle of planning and review, including engagement with families, creates the climate for continuous improvement.

Selection Criteria

Essential

1. Hold a Certificate III in Children's Service or equivalent under the NQS.
2. Demonstrated ability to organise and achieve workplace objectives.
3. Demonstrated experience in exercising initiative, confidentiality and problem solving.
4. Proven ability to lead and work as part of a team and establish and maintain good working relationships with other staff.
5. Proven effective written and verbal communication skills.
6. Working with Children Clearance (NT Ochre Card).
7. Current First Aid and Fire Training certificates or the ability to obtain them.
8. NT Driver's License.
9. Knowledge of OH&S principles and the ability to promote them in the workplace

Desirable

1. An awareness of issues affecting people in remote areas.
2. Ability to undertake further training and staff development as required for the role.
3. Demonstrated knowledge and understanding of Tiwi society and culture and an understanding of the issues affecting Tiwi children, youth and families.