



Position Description

Position Title:	Early Years Coordinator
Location:	Alice Springs, Northern Territory
Responsible for:	Early Years team
Key Internal liaison:	Head of Learning and Wellbeing, Head of Health & Wellbeing, CA Directors, Director – Research and Evaluation
Key external liaison:	Local organisations, NT Government.
Tenure:	Full time 38 hours per week, 1 year contract, (a further contract will be offered subject to funding and performance)

Background

This is an exciting opportunity for a dynamic, creative, experienced educationalist take a leadership role in a community development and early years learning environment and be part of the senior team of Children's Ground's Learning and Wellbeing approach. You will be part of a bold independent Not-for-Profit organisation that is creating a different future for children, families and communities experiencing the greatest levels of disadvantage and inequity in Australia. This is a leadership position, helping to guide our unique Early Years learning environment that privileges First Culture, intergenerational and on-country learning and supports the social and community wellbeing of children and their families.

Children's Ground is Australian designed with First Nations people. It is a whole of community, whole of life approach. Children's Ground works with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing and responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

Our experienced Arrernte staff are developing and implementing an Arrernte learning platform. The role works alongside Arrernte educationalists and will form part of a leadership team responsible for the design and implementation of community empowerment, innovative integrated approaches to learning and wellbeing that will lead educational approaches in the 21st Century and beyond. We want the incumbent to re imagine primary and early years learning, privileging First Culture with the best of Western teachings.

We are working in five geographic locations across the Central Australian region, with a shared central office based in Alice Springs. This position will work in the centre, outstations, communities and 'on country'.

Key Responsibilities

Leadership, Planning and Strategy

- a) Under direction and support from the Head of Learning and Wellbeing, CA Directors and Arrernte leadership oversee the implementation of the learning and wellbeing platform for Children's Ground Central Australia
- b) Be a dynamic, visionary, passionate and empathic leader for staff and local users
- c) Ensure local users are key strategic advisors in program development and delivery
- d) Build and protect the cultural, ethical, and corporate social responsibility of Children's Ground.

Local Community Agency and respect for local cultural knowledge and life

- a) Meet regularly with local First Nations people and elders to discuss local aspirations, to inform the teams directions and responsibilities
- b) Liaise with local First Nations people in relation to the teams activities to ensure that our operations actively promote local cultural knowledge and practice and do not undermine cultural authority
- c) Work with the Ingkerrekele Arntarnte-areme (Governance Committee) to strategise, articulate and plan the learning platform and delivery
- d) Encourage and support all Aboriginal families, valuing their ideas, strategies and aspirations.

Learning and Wellbeing

- a) Under direction of the Head of Learning and Wellbeing and alongside the Early Years team implement an innovative, dynamic, high-quality Learning, Wellbeing and Development Platform for Central Australia
- b) Ensure children are supported in a rich creative, cultural and academic landscape that engages their sensibilities
- c) Work with Children's Ground practitioners across each area (family health, community development, creative arts etc.) to create an intergenerational environment and oversight an integrated learning platform that includes extended hours and engages a range of key specialists e.g. health, creative arts, social and emotional wellbeing, music and digital media
- d) Oversight development and maintenance of individualised learning plans for each child that are developed with their family and include regular conversations and involvement of family
- e) With the assistance of first-language speakers, observe and document each student's growth in cultural knowledge, and progress across cognitive, creative, physical, social, and emotional domains
- f) Maintain safe physical learning environments
- g) Align practice with National policy and international leading practice.

Staff management and support

- a) With the support of the Head of Learning and Wellbeing, assist in the recruitment, management and training and development of Learning and Wellbeing staff
- b) Provide supervision, training, mentoring and support to staff in the Early Years Learning and Wellbeing team
- c) With the Head of Learning and Wellbeing assist in managing human resource matters as they arise

Quality & Risk Management

- a) Ensure all programs are delivered with quality and integrity
- b) Ensure risk management policies and systems are up to date
- c) Operate within the requirements of Children's Ground philosophies, policies and procedures as well as regulatory requirements
- d) Ensure compliance with early years frameworks and standards of learning for children aged 0-8
- e) Ensure compliance with educational regulations, relevant laws standards and practice.

Financial accountability and resource management

- a) With the Director budget and manage the resources for the Learning and Wellbeing area.

Evaluation, monitoring and data systems management

- a) With the Director Evaluation, CA Directors and other staff as appropriate, ensure data systems and collection are integrated into practice
- b) Monitor program quality and performance against key outcome indicators
- c) Support local staff and community to be trained in community led monitoring and evaluation
- d) Contribute as needed to the embedding and integrity of the 25-year longitudinal evaluation.

Communications & Partnerships

- a) Work closely with relevant organisations to ensure the development of a consistent learning and wellbeing approach across generations
- b) Coordinate joint learning initiatives with relevant organisations and schools
- c) Develop and manage productive relationships with stakeholders relevant to Early Years Learning and Wellbeing and education
- d) Contribute to the documentation and communications of Learning and Wellbeing
- e) Provide a quarterly report on progress to the Head of Learning and Wellbeing including written and visual documentary form.

Children's Ground

- a) Be a positive, innovative and active member of Children's Ground
- b) Contribute to strategic planning, organisational development, management work plans & policy
- c) Support a strong, connected, respectful and supportive organisation
- d) Actively work towards learning Arrernte, so as to be able to use in basic conversation with the community
- e) Participate in professional development programs offered by Children's Ground
- f) Undertake other tasks as requested to support the delivery of Children's Ground Central Australia.

Additional duties

The Early Years Coordinator shall:

- a) observe and carry out all lawful directions in relation to the performance of the duties and functions under this Contract;
- b) disclose any financial or other interest relating to the business of Children's Ground in accordance with the Act or which conflicts or may conflict with the discharge of the duties or

functions of the office and comply with any reasonable direction given by the Employer in respect of that interest; and

- c) devote the whole of their professional effort to their employment and not hold any position or take on any activities, which may in any way be seen to conflict with the Learning team's duties or functions under this Contract unless approved by Children's Ground Ltd.

Location And Hours Worked

This is a full time position and will be based at Children's Ground Alice Springs hub (2 South Terrace). Delivery will include mobile, outstation and on country learning across our three sites.

Key Selection Criteria

The key selection criteria for the position of Senior Early Years Educator are:

- Degree or recognised qualification in Early Years Education (Eligibility for registration as a teacher in NT)
- Minimum 5 years teaching experience
- Experience organising a learning environment that suits different ages and abilities (multi-aged class)
- Experience teaching children who are learning English as a Second Language
- An innovative educator with experience in curriculum and resource development
- Experience with First Nation communities and a deep understanding of the key challenges facing First Nation Peoples, and the strengths of First Nations Peoples
- Experience and passion for quality innovative learning and wellbeing environments
- Excellent communication skills, both verbally and written
- Strong people skills and a collaborative worker – team work, facilitation, supervision, liaison
- Ability to work flexibly and creatively in a demanding NGO environment
- A current full driver's license with Light Rigid endorsement, or willingness to obtain.

Work Health & Safety

This role will require an active person who is capable of working regularly in outdoor conditions and can cope with sitting, standing and moving around in outdoor settings, including getting in and out of motor vehicles. The role will involve regular bending and lifting as part of working with children aged 0 – 8 years.

Desirable Attributes

The following attributes are desirable but not essential:

- Five Years' experience in a leadership role in education
- An appreciation or experience of dynamic alternative education approaches such as: immersion schooling, bilingual educational, Montessori or Steiner
- Experience working in a start-up environment with implementation of processes and systems from scratch

Personal Attributes

- Confidence with creative arts including drama, music, arts and imagination

- Self-starter who thrives in an environment that is ambiguous and complex and thinks systemically
- Creates and embraces a culturally diverse workforce
- Passionate about social justice
- Highly collaborative
- Innovative and thinks adaptively about problem resolution
- Focus on achieving excellence.