Education and Inclusion Leader

Department / Industry	Children's Services
Agreement / Award	YMCA South Australia Manager Terms and Conditions of Employment
Classification / Grade	Manager Grade 1

About YMCA South Australia

"We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit" (our mission).

YMCA South Australia (YSA) is a not-for-profit organisation that has served the South Australian community since its founding in 1850, being the first YMCA in Australia. Today, with around 1,000 staff (and growing), we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, early education and schools and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive and satisfying life.

Our vision is to see ***"lives enriched through wellbeing"*** in this wider, and more integrated, sense across all of the South Australian communities in which we work.

The Y Factor

YMCA South Australia's culture is characterised by what we call "the Y Factor" – ***"genuine care for the whole person, for every person."*** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community's wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can "grow in body, mind and spirit".

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

"As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement."

The Education and Inclusion Leader will provide input and support to services for all behaviour, inclusion and access areas. They will be the primary support for Directors and teams in the educational practice and program.

Key Accountabilities	Key Tasks
Educational Leader	• Collaborate with educators and provide curriculum direction and guidance. • Support educators to effectively implement the cycle of planning to enhance programs and practices. • Lead the development and implementation of an effective educational program in the service. • Ensure that children's learning and development are guided by the learning outcomes of the approved learning frameworks. • Guiding and developing educators and families' understandings about play and leisure-based learning, and the significance of the early years in the education continuum for children. • Building the knowledge, skills and professionalism of educators. • Building a culture of professional inquiry with educators, coordinators and staff members to develop professional knowledge, reflect on practice and generate new ideas • Assist sites and teams during Assessment and Rating process. • Support, guide and mentor teams in the use of Playground.
Inclusion	• Educating services to write their own Strategic Inclusion Plan, be there to support and mentor when required • Provide information and support for inclusion and access for sites and assist in advocating for children and families • Assist with family communication by providing services with the correct documentation, implementing strategies for services and understanding of additional educators roles. • The philosophy, policies and procedures of the organisation are upheld, implemented, and reviewed regularly to meet relevant requirements. • Support teams with behaviour management strategies for sites, individual children, and staff teams • Visit services to help implement strategies identified and to offer support when required. • Assist in building YMCA South Australia's reputation as a leading provider of quality children's services • Perform other duties as required and comply with reasonable directions.
Staff Management & Leadership	• Provide direction and leadership to staff regarding Inclusion Support and access, Educational practice and care.

	• Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the program • Build the capacity of staff by supporting and mentoring others • Support a culture of continuous learning in the workplace (including own workplace learning). • Assist in sourcing training for supporting children with additional support needs.

Key Relationships	
Position reports to:	• Manager – Quality Support Team
Direct reports:	• N/A
Key internal relationships:	• Children's Services Directors • Regional Managers • Customer Support Team • Head of Children's Services
Key external relationships:	• School Communities • Education Standards Board • Principal or delegate • School Governing Council • Families • Gowrie SA • Department of Education

Selection Criteria

Qualifications and Licences – Essential

- Relevant Tertiary Qualification in children's services, business management or equivalent
- (HLTAID001) Provide CPR or equivalent
- (HLTAID012) Provide Emergency First Aid in an Education and Care Setting
- Current Child-Safe Environments (RHAN - EC) Certificate
- National Criminal History Record Check (NCHRC) – Certificate must be within six (6) months from date of issue
- International police check - for applicants who have lived or worked overseas in the past five (5) years
- Working with Children Check (WWCC)
- Current Driver's License
- National Child Safety Training (Foundation and Advanced, as required by Dept. of Education)

Knowledge, Skills, Abilities and Experience – Essential

- Assigns clear accountability and ensures continuous improvement
- Research and investigation skills
- Excellent interpersonal skills and highly developed communication skills
- Proven capability to build strong and positive relationships with key stakeholders, including consultation and engagement to maximise outcomes
- Ability to maximise participation and financial return to YMCA
- A strong and inspiring leader of people who will support teams to achieve YMCA Vision, Mission and Goals
- Fosters a learning environment embracing diverse abilities and approaches
- Ability to problem solve and create solutions.

Personal Attributes

- Demonstrates a commitment to the YMCA's mission, and is able to role-model the "Y Factor" to others
- Creates a fun and exciting work atmosphere that is hardworking and goal orientated
- Demonstrated ability to work effectively both independently and as part of a team
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner
- Works as part of a team and shows professionalism
- Punctual in both attendance on shift and attendance at staff meetings
- Promptly responds to customers' needs or concerns
- Recognises and acts on the need for support and will accept and delegate responsibility when required
- Models, demonstrates, and teaches positive values like caring, honesty, respect and responsibility
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

In order for young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance;
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y.
Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.

- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures, and practices.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.

Approval of Position Description

Date created or revised:	27 May 2024
Approved by:	Komala Champion | Head of Children's Services

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	

Date:	