

# Position Description



<b>Position Title</b>	Pedagogy Leader – Quality Area 1
<b>Agreement / Award</b>	YMCA Whittlesea 2016 Manager Terms and Conditions of Employment
<b>Classification</b>	Dependent on experience
<b>Employment Status</b>	Part time by agreement
<b>Division / Department</b>	Early Years
<b>Direct Reports</b>	Educational Leaders, Early Childhood Educators (mentoring capacity)
<b>Reports to</b>	General Manager - Early Years

## POSITION SUMMARY

The Pedagogy Leader – is an off-the-floor leadership role with a primary focus on achieving and sustaining excellence in Educational Program and Practice across Y Whittlesea Early Years services.

This role leads the development and implementation of innovative, high-quality educational programs, mentors educators to enhance practice, and ensures that programming reflects the EYLF, VEYLDF, and the unique Y Whittlesea pedagogical approaches. The position also drives the integration of the Y WA School Ready Program and supports School Readiness Funding initiatives to enhance learning outcomes.

## DUTIES AND RESPONSIBILITIES

### Deliverables of the role

#### **Educational Program & Practice**

- Lead, develop, and monitor the educational program across all sites to ensure alignment with EYLF, VEYLDF, and NQF standards.
- Mentor educators to use intentional teaching, critical reflection, and responsive planning that meets each child's learning and development needs.
- Drive the use of assessment and planning cycles to ensure programs are individualised and high-quality.
- Embed culturally inclusive, innovative, and evidence-informed practices into all educational programs.

#### **Mentoring & Capability Building**

- Provide regular mentoring and coaching to Educational Leaders and educators on program design, documentation, and reflective practice.
- Facilitate mentoring frameworks that enhance educator confidence in implementing innovative pedagogy.
- Guide teams in embedding the Y WA School Ready Program and Y Programs into planning cycles.

#### **Quality Improvement**

- Lead initiatives under Quality Area 1 to achieve and sustain exceeding ratings across services.
- Support services in embedding continuous improvement processes through mentoring, reflective sessions, and collaborative planning.
- Analyse service documentation, provide feedback, and mentor educators to strengthen educational outcomes.

#### **Program Development**

- Lead the development, design and rollout of Y Whittlesea's signature Y Programs, ensuring integration into all service programs.
- Implement and mentor educators through the Y WA School Ready Program, enhancing school transition outcomes.
- Ensure all programs align with SRF priorities and organisational goals for quality education.
- Bring to life the Y Edulab, with innovative programming solutions with a child centred approach.

Reviewed by	Human Resources	Review Date	30/03/2026
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## Environmental Leadership

- Mentor educators to create high-quality, safe, and inspiring learning environments that support children’s learning, wellbeing, and agency.
- Embed environmentally responsible and sustainable practices into daily routines and program design.
- Ensure environments align with Y Whittlesea’s philosophy and promote innovation and inclusion.

## Organisational Engagement

- Work from each site evenly and use this time to mentor and support educators in program delivery.
- Facilitate network meetings focused on Quality Area 1 practices, programming innovation, and reflective practice.
- Attend quarterly staff meetings (which may occur after hours) to report on QA1 progress and initiatives.
- Demonstrate a strong understanding of and commitment to Child Safe Standards.
- Ensure all practices, environments, and relationships uphold children’s rights to safety, participation, and well-being.

## KEY PERFORMANCE INDICATORS

KPI	Reference
<b>Excellence in Educational Program and Practice</b>	Evidence of consistent high-quality educational programs across all services.
	Demonstrated use of effective planning cycles and intentional teaching practices.
	Educator documentation reflects critical reflection and individualised learning approaches.
<b>Quality Assurance</b>	All services demonstrate continuous improvement in QA1- Educational Program and Practice with a goal of achieving Exceeding ratings.
	QIP actions related to QA1 Educational Program and Practice show measurable progress and mentoring input.
<b>Mentoring &amp; Professional Capacity Building</b>	Educators report improved confidence and capability in QA1-related practices.
	Regular mentoring sessions conducted, with documented impact on program quality.
<b>Advocacy &amp; Sector Leadership</b>	Advocate for children’s voices, rights, and wellbeing in all aspects of decision-making and practice.
	Promote the importance of high-quality pedagogy, environments, to families, schools, and community stakeholders.
	Represent Y Whittlesea in sector networks, forums, and partnerships, influencing positive change in early childhood education
	Model ethical, child-focused advocacy that aligns with Child Safe Standards and organisational values.
	Support kindergarten tender applications as required.
<b>Y Programs &amp; School Readiness Integration</b>	Y Programs and the Y WA School ReadY Program are fully embedded into service planning cycles.
	Evidence of improved outcomes for children transitioning to school.
<b>Leadership &amp; Innovation</b>	Successful facilitation of network meetings focusing on QA1 innovation.
	Implementation of at least two new pedagogical innovations annually linked to QA1 improvements.
	Compliance with Child Safe Standards is embedded in all mentoring, program delivery, and decision-making processes.
	Create and support evidence-based programming for great outcomes for children that we support.
<b>Safe and Inspiring Environments</b>	Evidence that environments across all services are consistently safe, engaging, and reflective of innovative, inclusive pedagogy.

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## CAPABILITIES & ATTRIBUTES

### KEY SELECTION CRITERIA

#### Qualifications (pre-employment conditions)

- Bachelor of Early Childhood Education (or equivalent) – mandatory.
- Current VIT Registration – mandatory.
- Current National Police Check (no more than 6 months old) and to be renewed every 3 years.
- International Police Check if you have lived outside Australia in the last 5 years.
- Current First Aid (HLTAID012) and CPR (HLTAID009).
- Completion of the Y's Safeguarding online training and NDIS Worker Orientation Module prior to commencement.
- Valid National Child Safety Training (2 years) and Child Protection Training (12 monthly) module certificates in line with regulatory requirements (to be provided before commencement)

#### Knowledge and Experience

- In-depth knowledge and proven success in achieving high/exceeding ratings in Quality Area 1.
- Expertise in mentoring educators to strengthen educational programs and practices.
- Strong understanding of EYLF, VEYLDF, NQF, SRF, and contemporary pedagogical approaches.
- Ability to lead program development (Y Programs) and school readiness initiatives.
- Excellent leadership, communication (including with children), and organisational skills.
- Innovative and quality focused thinking is a must!

## CONDITIONS OF EMPLOYMENT

- Part time – 3-4 days per week (negotiable)
- May be required to comply with any mandated vaccination requirements as amended from time to time.
- Regular travel across Whittlesea and Melton sites.
- Maintains mandatory qualifications / requirements.
- Completion of induction as required (within first six weeks of employment).
- Comply with our [Safeguarding and Licensing Framework standards and our NDIS Practice Standards](#).
- Attendance at after-hours quarterly staff meetings as required.
- Ongoing professional development and mentoring practice expected.
- Completion of NDIS Workers Clearance check, Safeguarding Certification and NDIS Worker Orientation Manual
- This position is subject to a probationary period in line with your employment contract.

**MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA'S MANAGEMENT AND COMPLIANCE LIBRARY,  
INCLUDING ORGANISATION POLICIES**

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