

Position description

Director Child Care

Summary information

Section	Kids' Early Learning	Directorate	City Living
BCC number(s)	BCC835, BCC840, BCC859, BCC879, BCC898, BCC904, BCC914, BCC922, BCC937, BCC941, BCC950, BCC955, BCC963, BCC989, BCC1001, BCC1004, BCC1013, BCC1020, BCC1026, BCC1035, BCC1042, BCC1051, BCC1054, BCC1056	Position type	Permanent, full-time
Grade	Grade 13	Skill descriptor	Band 3 Level 3
Reports to	Manager Kids' Early Learning	Direct reports	Yes
Approval limit	\$0	Release limit	\$0
Created/reviewed	March 2022		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all of their objectives.

1. Position purpose

This role is primarily responsible for the day-to-day management and organisation of a Council's Child Care Centre; for the provision of a high quality programme of care and education for the children at the centre; for supervision and development of the centre educators and workers, and maintaining the effective functioning.

Act in accordance as Nominated Supervisor as indicated in the Education and Care Services National Law and Education and Care Services National Regulations 2018.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Bachelor in Teaching or Early Childhood Education or other equivalent qualification (3 or 4 Year Qualification)
- Minimum experience of two years (2) in a child care field as Authorised/Nominated Supervisor
- Completion of Child Protection Course CHCPRT025 - Identify and report children and young people at risk
- Current certificate HLTAID012 Provide First Aid in an education and care setting or Anaphylaxis and Asthma Management Training certificate that meets requirements of the Education and Care Services National Law 2010 and Education and Care Services National Regulation 2018
- Valid Working with Children Check
- Mandatory National Child Safety Training (GECCKO)
- Meet all requirements for Authorised/Nominated Supervisor as listed in the Education and Care Services National Law and Education and Care Services National Regulations 2018
- Prepared to undertake a National Police Check.

Desirable:

- Current class C driver's licence
- Knowledge of applicable legislation/regulations.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Services National Regulations 2018 to ensure compliance and legislative responsibilities are met
- A programme of quality care and education is carried out in the allocated centre, which provides for the health, welfare and education of each child in care
- Educators and workers are deployed, resourced, trained and supervised appropriately to enable the centre to operate effectively and efficiently
- All administrative and organisational matters are dealt with effectively and within an appropriate time frame
- The budget is adequately monitored to ensure that the budget items under the Director's control are expended appropriately
- Effective communication/liaison is maintained with parents, workers, Council and outside organisations, with regards to the needs of the educators and workers, parents and children who utilise the centre. Appropriate communication channels are used at all times
- Council policies, procedures and guidelines are implemented at all times and are communicated to other educators and workers as appropriate
- Ensure the centre has an on-going Quality Improvement Plan (QIP) reviewed by educators, workers, families, communities and Children's Services Liaison Officer (CSLO)
- Implement all standards for QIP
- Mandatory Reporter
- Keep up-to-date with current practices in the Early Childhood field
- Adhere to Council's Code of Conduct and Education and Care Services National Regulations 2018
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:

- familiarise yourself with our volunteers policy and standards
- implement the policy and follow this Managing volunteers standard in a consistent and fair manner
- undertake training needed to effectively coordinate volunteers
- allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- A Nominated Supervisor holds special responsibilities and liabilities under the law and regulations.

- Nominated Supervisor's need to educate themselves about the responsibilities they hold and the potential liabilities they could face.
- Manage all aspects of the service provided by the centre.
- Oversee the programming of the centre by:
 - reviewing programmes developed by other educators and providing feedback regarding appropriateness
 - contributing directly to the programming process
 - ensuring that each educator contributes to the programming process with regard to his or her level of training and their position description.
- Oversee the implementation of programmes of education and care within the centre and contribute directly to the implementation as required.
- Ensure comprehensive developmental records are maintained for each child attending the centre and are utilised to develop individual programmes.
- Ensure the QIP is consistently reviewed and implemented. Ensure that outside support services are consulted whenever appropriate.
- Ensure parents are informed of the centre's day-to-day activities and of Council's guidelines and policies. Arrange interviews with particular parents to discuss specific issues as appropriate to the length of placement.
- Monitor waiting lists and vacancies within the centre and ensure that placements are according to Council procedures and Priority of Access guidelines.
- Supervise centre educators and workers, students and volunteer workers to ensure that duties are carried out effectively and efficiently and all relevant policies, procedures and regulations are adhered to.
- Ensure resolution of any conflicts, which may occur, involving educators, workers or parents.
- Attend promptly to any departure by educators and workers from the requirements of their position, centre practices, or Council policies procedures, and implement disciplinary action where appropriate.
- Arrange regular meetings to ensure communication between educators and workers and smooth running of centre. Provide educators and workers with information, resources, supervision and opportunities for training and development, in order to maintain and improve the quality of service provided.
- Develop and implement appropriate reporting and feedback procedures for all educators and workers in the centre, as appropriate to the length of placements.
- Meet regularly with educators and workers to appraise their performance in relation to the goals set and the tasks described in their position description, as appropriate to the length of placement.
- Ensure educators and workers awareness of appropriate lines of communication with Director, other educators and workers, parents, Council and other agencies.
- Assist with recruitment and selection of educators and workers.

- Organise rosters for permanent and relief educators in order to ensure adequate supervision of children by appropriately qualified and experienced educators.
- Consult CSLO regarding information requested by parents, community or other agencies, particularly written requests.
- Ensure all administrative matters are dealt with, and deadlines met, including completion of all reports and documentation required by Council.
- Ensure that aspects of the budget under the Director's control are monitored closely, appropriate expenditures made and income maintained at appropriate levels. Ensure the maintenance of a safe and hygienic environment for all educators, workers and users of the centre by reporting safety issues to Council and implementing safe work practices.
- Ensure that educators are trained in First Aid and that a properly stocked First Aid Kit, is available at all times.
- Submit requests for goods, services and equipment to Council via the appropriate channels.
- Report specific maintenance needs to Council via the appropriate channels.
- Supervise the planning of nutritional menus and ordering of foodstuffs so that adequate supplies are maintained at all times.
- Monitor the receipting, security, and forwarding to Council of monies paid as fees and fundraising. Liaise with clerical to ensure parents are informed of their financial standing with regard to fees.
- Establish procedures and guidelines to be followed by persons acting in the Director's position and contingency plans and procedures to operate during the Director's absence.
- Follow all procedures, guidelines and directives given by Council.
- Liaise regularly with CSLO to discuss all aspects of the service provided by the Centre and keep CSLO informed of any matters which may require action.
- Attend Director's meetings and other meetings as directed by Management.
- Maintain confidentiality regarding all personal information relating to educators and workers, children and parents at the centre.
- Attend in-service and educational activities as approved
- Be aware of the statutory responsibilities of the *Children and Young Persons (Care and Protection) Act 1998*.
- Perform any other duty which falls within the basic objectives of the position as directed by Manager, Children Services or the CSLO.
- Additional responsibilities as delegated by CSLO are carried out effectively.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: