



POSITION DESCRIPTION

Position Title	Children's Centre Director	
Directorate	Community	
Service	Children's Services	
Responsible to	Operations Manager	
Position Supervises	Direct: up to 25 which may include casuals Indirect: Nil	
Position No.	As applicable according to assignment	
Status	Permanent full time	
Hours	Based on 35 hours per week	
Salary Point	48 to 62	Band/Level: 3/2
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check <input type="checkbox"/> Pre-employment medical <input type="checkbox"/> Other: _____	
Date reviewed: 13 July 2022		Reviewed by: Senior Manager Children's Services

POSITION PURPOSE

Our Centre Directors lead and manage a specific centre-based early childhood education and care service. Each centre's team of educators and staff provide quality education and care environments for children under school age under the National Quality Framework, which includes the National Quality Standards, the National Education and Care Regulations and the Early Years Learning Framework.

Our Centre Directors are responsible and accountable for:

- the overall management (including financial management), operation and supervision of high-quality centre-based early childhood education and care services for children aged 0 – 6 years.
- overseeing service compliance with all relevant requirements and regulations, policies and procedures that support a safe, nurturing, enriching and stimulating environment for children.
- Educational leadership, inspiring, supporting and mentoring the team to ensure that a superior educational program and service is delivered to the children, families, and the community.
- developing quality partnerships with children, families, colleagues, and the wider community.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

1. Tertiary qualifications in Early Childhood Education or working towards completion of a relevant early childhood qualification
2. Current accreditation with the NSW Education Standards Authority (NESA), preferably proficient, or willingness and commitment to obtain such an accreditation
3. Relevant work experience that meet the requirements to be a Nominated Supervisor under the National Laws and Regulation
4. Proven ability to apply knowledge and evidence of the following:
 - NSW Working with Children Check Clearance
 - Identify and Respond to Children at Risk of Harm Statement of Attainment
 - Child Protection and Mandatory Reporters requirements and guidelines
 - Current First Aid Certificate including emergency management of asthma and anaphylaxis, or willingness to undertake the course-
 - Approved and up to date police check.
5. Proven team work and demonstrated skills in contemporary leadership and management practices, staff leadership and management, performance management, staff mentoring and development, change management and financial/budget management
6. Demonstrated knowledge and experience in implementing and operating within the National Education and Care Services Law and Regulations; National Quality Standards; Early Years Learning Framework and Assessment and Rating System; relevant application of the Children's Guardian Act; other relevant Commonwealth Government legislation and requirements eg Child Care Subsidy
7. Demonstrated experience as an Education and Care Service Director/Coordinator in a centre-based long day care or preschool setting.

8. Demonstrated ability to oversee the development, implementation and evaluation of high quality, inclusive early childhood programmes/curriculums and the service's philosophy with the ability and agreement to undertake the role of Educational Leader as required
9. Knowledge of positive developmentally appropriate behaviour guidance techniques and strategies for children and ability to mentor, support and empower educators to implement such strategies
10. Demonstrated excellent interpersonal and conflict resolution skills to enable strong, respectful and effective interactions and communication with children, families, colleagues, relevant agencies and other stakeholders using a variety of methods (including technology), ensuring confidentiality and privacy requirements are met at all times
11. .
12. Efficient with various software platforms relating to the management of children services and proven administrative skills with competence in Microsoft Office applications.
13. Knowledge and understanding with a commitment to implement EEO, WH&S, environmental protection and sustainability principles.

Desirable Criteria

1. Current NSW Class C Driver's Licence
2. Familiarity with relevant childcare management systems
3. Formal Management and / or leadership training
4. Statement of Attainment in Nutrition and Menu Planning (HLTNA302B) and Safe Food Handling (THHGHs01B)

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Provide leadership and management of the service by:

- Abiding by the Education and Care Services National Law and Regulations; the National Quality Standards; the Early Years Learning Framework; child protection and mandatory reporting legislative requirements, the Early Childhood Australia Code of Ethics, Council's and Children's Services Protocols and Procedures.
 - Leading regular staff meetings to consult with staff / educators and to discuss centre issues, procedures, forward planning, innovations, professional development etc encouraging participation by all staff and actively participate and contribute in other cross-organisational meetings and activities as required.
 - Undertake the orientation and induction of new staff (including casuals and students) to the centre and ensuring that all staff assist them with following procedures ie. behaviour guidance, engaging in child-directed play, using appropriate language and service routines.
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- Effectively plan, organise and coordinate staff to ensure a high-quality early childhood education and care service with appropriate supervision of children at all times. Work as a positive leader and cooperatively with all the staff team:
 - Preparing rosters to ensure financial and practical management of staff resources meet licensing requirements, needs of the children and award conditions, while allowing for staff planning and administration time.
 - undertake staff appraisals of educators and staff in line with minimum organisation requirements
 - Providing staff with advice and feedback, developing, training and motivating staff in regard to their positive interaction with the children, other staff and parents.
 - actively participate in review and continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities

- being a role model in demonstrating a high level of interpersonal skills, liaising positively, appropriately, ethically, respectfully and professionally with staff, parents, both individually and as a group, families, community members and internal and external customers, professionally, personally and as an educator of young children.
 - lead by example in fostering and encouraging strong professional relationships within the service between educators, families and in the community
- Ensure that the Manager is informed of any issue which may affect staff, the community and/or service deliver or require reporting to Council or the Regulatory Authority
- Working with the administration team to:
 - Allocate places at the centre from the waiting list to ensure maximum utilisation.
 - Prepare timely reports or data information for Council, the State and Federal Governments as required.
- Overseeing the financial management of the service:
 - Prioritise resources, monitoring, and managing the income and expenditure to ensure the service operates within annual financial budget allocations and provide input as requested regarding the preparation of the annual budget for the service.
 - Review and monitor the service's budget to ensure cost effectiveness, achievement of budget and utilization targets, delivery of savings and innovations, and accurate and timely reporting of budget performance
 - Undertake the procurement of goods and services in accordance with Legislation and Council Policies
 - Regularly communicate with Operations Manager, Senior Manager, Finance and Administration Co-ordinator and Council's Finance team with regards to the status of the teams' budgets, changes and/adjustments that need to be made to keep the budget current and accurate
 - Investigate and pursue alternative income and revenue generation where available and possible, including grant management

Ensure a dynamic learning environment by:

- Overseeing the development of design, implementation, and evaluation of appropriate, relevant programmes, projects and experiences for children:
 - with input from all staff and parents to meet the overall developmental and unique needs of the children.
 - identifying the children's needs and interests through observation and maintaining individual records as a basis for curriculum choice, planning, intentional teaching, reflection and evaluation.
 - providing rich, stimulating, age-appropriate experiences that promote, encourage and foster a sense of wonder, curiosity, learning, independence and interdependence.
 - Ensuring health, well-being and nutritional learning opportunities are supported
 - Ensuring environmental sustainability and protection is embedded in everyday practice and curriculum planning across the service.
- Supporting and mentoring the Educational Leader in their role to support the ongoing development of educators' programme development, that utilise wide ranging available resources and creativity to provide enriched learning experiences.

Provide quality, nurturing environments by:

- Mentoring, supporting and coaching educators to:
 - Constantly interact with children in a positive, supportive, and nurturing manner.
 - Promote children's understanding and acceptance of people with colour, language, cultural background, gender and physical ability different from their own
 - Develop and promote play experiences and learning opportunities which support the social, emotional, physical, and intellectual development of each child

- Design routines that provide smooth transitions throughout the day
- Treat each child and family member as an individual, with respect and respond to their needs accordingly
- Promoting, role-modelling and empowering educators/staff to develop and use appropriate positive techniques of guidance, redirection, and positive reinforcement with children to assist them to self-regulate their behaviours and help guide the behaviour of others
- Providing support to all families in a community minded manner, offering referral support if necessary
- Overseeing and ensuring the provision of a safe, non-threatening environment.
- Consulting with staff as required and providing guidance and support when needing to prepare and speak with families in regard to children's individual needs and behaviours on an ongoing basis, including issues that are other than routine.
- Ensuring a comfortable, inviting, stimulating, caring and safe environment is maintained.
- Understanding the role of mandatory reporters and pro-actively protecting children and their rights, following Council's and Children's Services Child Safe Environment and Child Protection protocols.

Provide appropriate physical care by:

- Overseeing and supporting educators and staff to engage with:
 - all aspects and routines of the day to meet children's physical needs and maintain high standards and best practice for health, hygiene and safety for children, colleagues, and visitors
 - centre tidiness/cleanliness as part of the daily routine
 - menu/nutrition design and planning and assist with food service as required
 - Fostering good nutritional values and a calm environment at mealtime.
 - promote and role-model to children a self-monitoring approach to maintain a reasonable standard of personal hygiene
 - designing and ensuring transition times are calm and purposeful.
 - routine and as required nappy changes and other duties as required ensuring children's health and hygiene is optimal at all times and according to Centre procedures
 - checking the outdoor environments each day for noxious/dangerous/inappropriate items
 - securing the building before leaving the premises upon closure for the day
- Engage, lead and mentor others in active and appropriate supervision of children, maintaining educator-to-child ratios whilst on the premises of the centre and during excursions
- Responding to, reporting, and recording illness, accidents and emergencies according to the service's policy guidelines and contacting parents (and Department Education and Communities) when required.
- Ensure educators follow Council's Protocols and Procedures, specifically those related to overall health and safety of children and staff and visitors and in preventing the spread of infection
- Overseeing the design of menus that provides variety and meets the nutritional requirements of children under 6 years.
- Oversee and approve the development of appropriate and best practice measures for off-site excursions that closely monitoring staff, volunteers and assigned children on excursions and ensure Risk Management Plans are complete and approved prior to excursions.

Contribute to the professional principals of Council and the Centre by:

- Implement Council's and the Children's Services Protocols and Procedures, including Council's Code of Conduct and participate in the continuous and ongoing review process of the operational protocols and procedures
- Lead by example, participate, contribute, and assist with day-to-day operational requirements:
 - Answer enquiries appropriately, providing accurate and precise information, record and pass on messages as required
 - Share equally in the workload and be flexible in the rotation of centre shifts
 - Participate and contribute in cross-organisational meetings and activities as required.
 - Guide casuals/students/new staff to follow procedures i.e. behaviour guidance, engage in child-directed play, use appropriate language, active supervision, and service routines.
 - Engage in cleanliness and general maintenance of the workplace, ensure all equipment and resources are respected and preserved to an optimum level.
 - Maintain regular attendance and inform the Operations Manager as soon as possible of illness, ensuring all staffing requirements at the service are met.
- Liaising with parents both individually and as a group regarding issues relating to their children, the program, Children's Services Protocols and Procedures, centre processes and Council policies.
- Participate in personal and professional development:
 - Demonstrate initiative, innovation and flexibility in undertaking tasks, projects and other allocated work as required, undertaking self-reflection to improve personal and professional practice.
 - Take personal responsibility for conducting behaviour within Council's values and in an ethical and professional manner
 - Source and engage in on-going training and development opportunities and activities available within Council and the Early Childhood sector as the basis for continual personal and professional growth, to ensure up-to-date early childhood knowledge, legislation, contemporary practices, theories and research, including maintaining NESA requirements and accreditation.
- Develop and maintain professional, co-operative, respectful relationships with staff, parents/families, Council staff across all business sections and all internal and external customers and stakeholders, ensuring a high level of confidentiality, discretion and diplomacy is exercised at all times, including provision of high-level customer service
- Contribute to a collaborative, co-operative and inclusive teamwork approach, attending and contributing towards Children's Services leadership & management team meetings and work as an active member within the Children's Services' team to ensure efficient and effective operation of the Children's Services for Council and all stakeholders
- Undertake other projects/duties as reasonably required by Operations Manager, Senior Manager, Director Community or other Approved Provider delegates
- Comply with Council's Code of Conduct, all policies, procedures, charters and guidelines whilst employed by or acting on behalf of Council and actively participate and engage in all Council initiatives and directives
- Conduct other projects/duties as reasonably directed by Operations Managers, Senior Manager, Children's Services and/or Director Community

KEY RELATIONSHIPS:

- All members of Children's Services Head Office team
- All business sections of Council
 - Directors
 - Senior Managers
 - Managers
 - Employees
- Service Directors/Co-ordinators and all staff at Children's Services
- Parents/families using the services

External:

- Community- Based and private providers
- Family referral support organisations/agencies and/or child related therapists
- Community members
- Consultants/Training Providers

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SPECIALIST/SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees

and specific job training where required	
Responsibilities	Performance Measures
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Children's Centre Director** as detailed in this document.

Signature:

Date: / /