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| **Position Description: Director** | |
| Revision Date: 1 February 2018  Revised by:  Ratified By Committee Date: | |
| **Essential Qualifications:**   * Diploma in Children’s Services (or equivalent/above qualification) or be willing to study towards | **Essential Licences:**   * Ability to obtain a Blue Suitability Card * Current Senior First Aid Certificate, including Resuscitation, Anaphylaxis and Asthma Defibrillation |
| **Position Purpose:**  The director is responsible for managing the operation of Sunnybank Anglican Early Learning Centre in accordance with all governing legislation, the National Quality Framework and Sunnybank Anglican Early Learning Centre policies and procedures. | |
| **Reporting Relationships:**  The Corporation of the Synod of the Diocese of Brisbane  The Anglican Schools Commission  The Sunnybank Anglican Early Learning Centre  Organisational Relationship  Sunnybank Anglican Early Learning Centre Director  Sunnybank Anglican Early Learning Centre Staff  Operational Relationship  Sunnybank Anglican Early Learning Centre Advisory Committee | |
| **Primary Responsibilities:**   * Ensure centre complies with all governing legislative requirements * Ensure the centre operates within recognised curriculum and care frameworks * Ensure the centre operates within recognised industry standards and expectations * Ensure the ongoing and daily service viability | |
| **Position Responsibilities:**  **Governance and Reporting:**   * Ensure the service complies with all governing legislation and standards * Have a working knowledge of and ensure compliance with the requirements as outlined by the Education and Care Services National Law * Have a working knowledge of and ensure compliance with the Education and Care Services National Regulation * Have a working knowledge of and ensure compliance with the National Quality Framework * Have a working knowledge of and ensure compliance with the National Quality Standards * Have a working knowledge of and ensure compliance with Belonging, Being and Becoming: The Early Years Learning Framework for Australia * Have a working knowledge of and/or ability to access, comprehend and ensure compliance with relevant legislation and industry standards governing employment and business operation * Have a working knowledge of and oversee management of the service administration systems * Assume the position of Nominated Supervisor for Sunnybank Anglican Early Learning Centre and fulfil this position in accordance with the requirements outlined by ACECQA and or any other overarching government organisation * Be a regular participant in the Anglican Schools Commission’s (ASC) Director Network program and any other relevant training provided the ASC for Directors * Manage an accurate and up to date service Quality Improvement Plan (QIP) * Write the service QIP ensuring it is aligned with the National Quality Standards * Ensure the QIP complies with the National Quality Framework * Hold at a minimum, monthly QIP meetings where all team members contribute to the service QIP development, solutions activities and any associated training * Ensure the QIP is updated, at a minimum, monthly to reflect the service activities associated with the QIP * Ensure electronic copies of past QIP updates are kept, clearly labelled and easy to locate * Report on the service QIP and its associated activities to the Sunnybank Anglican Early Learning Centre Advisory Committee via the Director Report Template * Provide the current service QIP to the ASC upon request for review and feedback * Ensure educator and staff ratios are maintained at all times * Monitor educator to staff ratios throughout the entirety of the service operation * Monitor and report trends in child attendance patterns to the ASC and the Sunnybank Anglican Early Learning Centre Advisory Committee upon request or as part of regular reporting patterns * Roster staffing to ensure compliance with child to staff ratios are met at all times * In the event staff ratios exceed the standard ensure rostering reflects service efficiency to ensure the ongoing sustainability of the service      * Provide detailed and accurate reports using the Director Report Template to Sunnybank Anglican Early Learning Centre Advisory Committee on the last Monday of each month (or as requested) * Complete a detailed and accurate account of all staff and business activities for the month using the Director Report Template * Submit the Director Report Template as per the reporting schedule * Where discrepancies exist with reporting as per schedule notify the Sunnybank Anglican Early Learning Centre Advisory Committee immediately detailing reasons why report is not able to be submitted and expected submission date * Develop and manage all staff compliance with all Sunnybank Anglican Early Learning Centre policies and procedures as ratified by Sunnybank Anglican Early Learning Centre Advisory Committee * Read and understand all current Sunnybank Anglican Early Learning Centre policies and procedures * Oversee and report to the ASC via the policy development group all staff, parent and where appropriate children’s suggestions to policies and procedures * Manage and train all employees to ensure documentation of staff as having read and understood all Sunnybank Anglican Early Learning Centre policies and procedures      * Act at all times as a good ambassador for the Anglican Schools Commission and members of Sunnybank Anglican Early Learning Centre Advisory Committee * Ensure all communications with and about members of the Anglican Schools Commission, and members of the Sunnybank Anglican Early Learning Centre team is in a professional and polite manner * Ensure communications between Sunnybank Anglican Early Learning Centre staff and Sunnybank Anglican Early Learning Centre Advisory Committee is in a professional and polite manner * At a negotiated and agreed time meet with an Anglican Schools Commission, and/or Sunnybank Anglican Early Learning Centre Advisory Committee representative to discuss Sunnybank Anglican Early Learning Centre duties and/or any associated business activities * At no times address the media in any of its forms without the prior consent of the Anglican Schools Commission * Ensure all staff do not address the media in any of its forms * Inform the Anglican Schools Commission immediately of any media inquiries or advances * Act at all times as a good ambassador towards tasks allocated by the Anglican Schools Commission and/or the Sunnybank Anglican Early Learning Centre Advisory Committee * Ensure tasks allocated by the ASC and/or the Sunnybank Anglican Early Learning Centre Advisory Committee to staff are communicated and completed in a professional and courteous manner * Ensure timely compliance with tasks allocated by the ASC and/or Sunnybank Anglican Early Learning Centre Advisory Committee * Notify the ASC and/or Sunnybank Anglican Early Learning Centre Advisory Committee immediately, including reasons why, tasks allocated to staff cannot be completed within the set timeframes * Oversee all student placements, volunteer and service visitors to ensure compliance with all governing requirements * Maintain accurate records for all students, volunteers and service visitors * Ensure compliance with all governing legislation concerning students, volunteers and service visitors * Ensure students, volunteers and service visitors comply with all Sunnybank Anglican Early Learning policies and procedures * Complete and document effective orientation for students, volunteers and service visitors * Provide students with constructive feedback and complete student assessment records in a fair and equitable way   **Human Resources:**   * Manage staff to ensure understanding and compliance with job descriptions * Have a working knowledge of all staff job descriptions * Ensure each staff member has a complete and up to date copy of their job description at all times * Ensure staff understand their job description and associated duties at all times * Conduct ongoing and effective orientation processes with all new staff members including relief staff and volunteers * Monitor daily staff compliance with duties, policy and procedures associated with all job descriptions through active participation in room programs and service routines * Enact fair and equitable human resource practices and processes to ensure staff comply with job description duties to ensure the service function to its best ability whilst maintaining compliance with all governing human resource legislation and regulations * Effectively conduct annual staff performance reviews with all staff members * Conduct ongoing and effective probation period reviews with all new staff members * Manage staff professional development aligned to their annual individual training needs analysis * Conduct yearly and as identified training needs analysis with each staff member aligned to their job description and staff development plan * Ensure staff professional development meets the staff member’s training needs analysis and development plan * Provide information to the Anglican Schools Commission and where applicable the Sunnybank Anglican Early Learning Centre Advisory Committee for ratification of staff professional development before payment or approval * Ensure accurate record keeping aligned to all staff professional development and development plan * Align all training to and record within the service Quality Improvement Plan * Manage and lead regular opportunities for staff to discuss their work practices and understanding of expectations * Oversee regular monthly staff meetings * Set and distribute an agenda 1 week in advance of staff meetings * Manage and facilitate open and respectful discussion at staff meetings by all staff members * Write and distribute the minutes of the meeting to all those present at the meeting within 1 week of meeting date * Provide an accurate and detailed account of the meeting to the Sunnybank Anglican Early Learning Centre Advisory Committee using the Director Report Template * Report detailed and accurate Human Resource concerns and activities to the Anglican School’s Commission and the Sunnybank Anglican Early Learning Centre Advisory Group in a timely manner * Notify Anglican School’s Commission immediately of any human resource concerns or activities upon becoming aware of them * Record and report using the Director Report Template any human resource concerns * Ensure the service maintains events designed to engage and support the service users, Sunnybank Anglican Early Learning Centre Advisory Committee and the local community * Ensure service events comply with all governing legislation and laws * Lead and oversee the effective organisation of all negotiated and agreed events associated with the Sunnybank Anglican Early Learning Centre designed to engage with the existing service cohort of families, the local community and/or the Sunnybank Anglican Early Learning Centre Advisory Committee * Ensure staff understanding an participation in all negotiated and agreed service events * Maintain accurate records of financial, WHS and any other associated tasks aligned with events designed to engage and support the service users, and the Sunnybank Anglican Early Learning Centre Advisory Committee * Ensure accurate and timely reporting to the Anglican Schools Commission and the Sunnybank Anglican Early Learning Centre Advisory Committee on service events via the Director’s Reporting Template   **Workplace Health and Safety:**   * Lead and manage compliance with all Workplace Health and Safety legislation and laws governing the service operation * Act at all times to ensure the safety of yourself and others at Sunnybank Anglican Early Learning Centre * Monitor and manage the Sunnybank Anglican Early Learning Centre workplace health and safety program and practices and act immediately where necessary to ensure compliance * Ensure all families, children, staff, students, and any service visitors are aware of and understand their workplace health and safety obligations * Comply with and ensure all staff comply with the centre’s Workplace Health and Safety policy and procedures * Complete accurate risk assessment using the centre’s risk assessment template for all activities identified as required under legislation, as risky and/or as risks arise or incidents occur * Audit incident and accident reports and near misses on a 6 monthly basis or as needed to identify and rectify trends in incidents * Ensure identified children have an accurate and up to date risk minimisation plan and that staff are trained and understand the requirements of the service * Lead and manage effective supervision of all children at all times * Ensure there is an accurate and effective service supervision plan and this is being followed at all times * Ensure all staff, students and service visitors are aware of and enact the service supervision plan * Where supervision issues arise act immediately to rectify the situation * Ensure centre activities and events consider and enact supervision requirements      * Report detailed and accurate Workplace Health and Safety concerns and activities to the Anglican School’s Commission and the Sunnybank Anglican Early Learning Centre Advisory Group in a timely manner * Ensure accurate and timely reporting to the Anglican Schools Commission and the Sunnybank Anglican Early Learning Centre Advisory Committee on service events via the Director’s Reporting Template * Identify unsafe behaviour, or unsafe or unhealthy conditions, and notify the Anglican Schools Commission and the Sunnybank Anglican Early Learning Centre Advisory Committee using the Director Reporting Template   **Finances:**   * Manage the service towards and maintain 100% utilisation rate * Keep accurate records of children’s daily attendance at the service * Maintain an accurate and up to date waiting list for the service * Actively seek placement of families where vacancies exist on an ongoing and timely basis * Ensure accurate and timely enrolment and orientation processes for new families * Engage and lead staff in activities designed to engage the local community with Sunnybank Anglican Early Learning Centre on an ongoing basis * Ensure all staff understand and are competent in the procedures for taking enrolment enquiries and enrolling new families in the Director’s absence * Promote and market the Sunnybank Anglican Early Learning Centre in a way that encourages the good reputation of the service within the local and wider community * Where families choose to leave the service actively seek reasons for leaving and report these to the Anglican School’s Commission and the Sunnybank Anglican Early Learning Centre Advisory Committee using the Director Reporting Template * Effectively report on funding to funding body in a timely manner to ensure ongoing funding where required * Manage the service’s fee collection system at all times * Maintain fee invoices in advance of services rendered at all times and as per governing policy and procedures * Monitor and keep accurate records of children’s daily attendance at the service * Distribute and keep records of accurate and timely fee invoices and receipts to families for services rendered * Provide written and verbal communication with all families where fee structures may change in a timely and professional manner * Report detailed and accurate account of families with fees in arrears and any activities associated with fee collection to the Sunnybank Anglican Early Learning Centre Advisory Committee and the Anglican School’s Commission in a timely manner using the Director Report Template * Manage financial spend within funds as allocated by Sunnybank Anglican Early Learning Centre Advisory Committee and/or the Anglican School’s Commission * Communicate with the Sunnybank Anglican Early Learning Centre Advisory Committee and/or the Anglican School’s Commission purchases necessary for operation using the Director Report Template * Maintain accurate receipts and record keeping of financial spend associated with the service operation   **Curriculum:**   * Maintain responsibility for the provision and implementation of a high quality program using recognised curriculum documents as outlined in The Early Years Learning Framework * Ensure program and documentation is aligned with the National Quality Standards requirements * Ensure that all children are moving actively towards achieving the outcomes of the Early Years Learning Framework * Oversee the planning, documentation and implementation (in collaboration) of a program for each child, taking into account their strengths, capabilities, culture, interests and experiences * Monitor documentation of children’s learning and how assessments inform curriculum decision making * Discuss the educational programs with parents in a professional and informative manner when required * Relate early childhood education theory to daily practice * Support all staff to understand and develop the connection between theory and its relationship to practice * Monitor, record and evaluate children’s learning and experiences and advise on adjustments to the program/curriculum where necessary * Support and guide children’s behaviour in positive ways * Work with staff, parents and community representatives to support children with additional need requirements * Demonstrate recognition, acceptance and respect towards Australia’s first people * Support the team to increase their knowledge and understanding of Australia‘s first people and how this is reflected within the curriculum * Oversee successful implementation of strategies to ensure continuity of learning and smooth transitions between the Sunnybank Anglican Early Learning Centre, home, school or other education and care settings * Provide an overview of curriculum activities of note to the Sunnybank Anglican Early Learning Centre Advisory Committee * Develop and maintain open and collaborative relationships with all family members * Effectively oversee and communicate with all families and form collaborative relationships * Lead and manage staff towards ensuring they seek and maintain open and collaborative partnerships with families * Implement strategies to develop working partnerships with families and support the team to engage in shared decision making where appropriate * Address family concerns in a timely and sensitive manner * Consider and respond to family feedback to make changes and improvements to the program * Provide support to families in their parenting role in a respectful manner * Make links between families and relevant community organisations and networks * Invite members of the broader community to the service to enhance the program * Nominate or assume the position of Educational Leader for the service * In consultation with the Anglican School’s Commission, identify a staff member with curriculum knowledge, willingness and time available to take on the educational leader role or act as the Educational Leader where appropriate * Ensure the educational leader is aware of all responsibilities and expectations associated with the role * Oversee compliance with the educational leader role and responsibilities * Support the educational leader to enact their role and responsibilities * Educational Leader: * Act as mentor and support all staff, students and centre visitors with all aspects of their care and education role * Assist staff to understand and work with the Early Years Learning Framework, the National Quality Standards and all other legislated curricula frameworks * Implement strategies to create a culture of learning within the service * Regularly spend time with staff to support the implementation of the curriculum and ensure its accurate and timely documentation * Actively lead and participate in curriculum conversations with staff * Ensures all children have an accurate and individualised learning portfolio * Explore innovative curriculum practice and share these ideas with staff * Actively contribute to and implement strategies to create an environment which encourages continuous improvement * Observe educators and children’s interactions and offer suggestions on how to improve interactions and intentional teaching * Meet with representatives of other early learning (OSHC) services associated with the parish once a month to discuss curriculum and share resources * Network with other professionals, local community and early intervention specialists | |