



POSITION TITLE:	Director	CLASSIFICATION:	Casual <input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input type="checkbox"/>
SERVICE / FACILITY:	St Nicholas Early Education	LOCATION:	
DIRECT REPORTS:	General Operations Manager – Early Education and Operations Manager – Early Education.		
RELATIONSHIPS:	<ul style="list-style-type: none"> • Diocesan Shared Services • Operations Manager; • St Nicholas Employees • Children • Parents Community 		
OVERALL POSITION OBJECTIVE:			
<p>As the Director and Nominated Supervisor, you are expected to oversee the operations of the service, lead, guide, and support a team which provides high quality early childhood education and care to children.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Developing relationships that support and partner with families; • Ensuring St Nicholas is compliant with the Education and Care Services national law and regulations and other relevant legislation; • Ensuring that the Philosophy and policies of St Nicholas are implemented; • Ensuring the centre <i>Quality Improvement Plan</i> is implemented and that the centre works towards “Exceeding” the <i>National Quality Standard</i> for Early Education and Care; • Ensuring that St Nicholas staff and Management act on the organisation’s commitment to continuous improvement wherever possible; • Adequate knowledge and understanding of the provision of education and care to children; • Ability to effectively supervise and manage an education and care service. 			
ORGANISATIONAL ENVIRONMENT			
<p>The Catholic Diocese of Maitland – Newcastle, led by Bishop William Wright, provides pastoral, social welfare and educational services for the community in the Newcastle, Lake Macquarie, Hunter and Manning.</p> <p>St Nicholas Early Education centres are supported by the Early Education team at the Catholic Diocese of Maitland-Newcastle. Our organisation prides itself on core values of care and compassion, and offer assurance of quality management and practices throughout our centres.</p> <p>We aim to provide an environment that recognises the value of family and developing secure, respectful and reciprocal relationships.</p>			
QUALIFICATIONS REQUIRED:	Diploma in Children’s Services or Degree in Early Childhood Teaching as identified by Australian Children’s Education and care Authority.		



COMPETENCIES, SKILLS & EXPERIENCE REQUIRED:

Essential

- Minimum 3 years' experience in same role;
- Diploma or Early childhood teaching qualification;
- Proven ability in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional development and training;
- Understanding and working knowledge of WHS legislation
- Demonstrated knowledge of services requirements of the CCSS (childcare subsidy system) and ability to perform software application for compliance.
- Current First Aid Certificate, Anaphylaxis and Asthma Management training;
- Working with Children Check verification number;
- DEC approved child protection training certificate;
- Be willing to accept the role of Nominated Supervisor under the *Children (Education and Care Services National Law Application) Bill 2010* and *Education and Care Services National Regulations*;
- Demonstrated ability to successfully support the Early Learning Years Framework with the centre curriculum;
- Previous experience in successfully managing a budget for an Early Education Centre.

KEY ACCOUNTABILITIES

KEY PERFORMANCE AREA: General Responsibilities

Key Tasks:

- Take on all duties and responsibilities of the Nominated Supervisor;
- To work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010*, *Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*;
- To be the responsible person in charge of the service and in absence ensure that another responsible person (as defined by the National law) is in charge of the service;
- To work in accordance with the *Code of Ethics of the Early Childhood Australia*;
- To implement St Nicholas' philosophy in undertaking all other duties;
- To comply with the policies and procedures of the organisation;
- Provide ongoing support and assistance to the Centre in all areas of administrative procedures, curriculum development, parent and community liaison, staff professional development and training, and any other areas as the need arises.
- Ensuring the centre *Quality Improvement Plan* is implemented and that the centre works towards exceeding the *National Quality Standard* for Early Education and Care

Performance Indicators:

- All centre policies are up-to-date, and staff are trained and informed of them. The Policy manuals are available to staff and families.
- Active participation in Policy review process, providing feedback from Families and Educators
- Best practice curriculum development is implemented within the centre.
- Employees work within the centre philosophy through all undertakings with children, parents and the community.
- Documentation that clearly identifies Responsible Persons and Educators are supported in this role.
- Centre is consistently updating the QIP and at a minimum reaches the "Meeting" rating as a requirement of the 'National Quality Framework and Regulations.'

KEY PERFORMANCE AREA: Educational Program & Practice

Key Tasks:

- Facilitate the successful implementation of the *Early Years Learning Framework* (EYLF);
- Ensure the early childhood program meets the goals of the EYLF to help children develop:
 - ✓ A strong sense of their identity;
 - ✓ Connections with their world;
 - ✓ Strong sense of wellbeing;
 - ✓ Confidence and involvement in their learning; and
 - ✓ Effective communication skills.
- Ensure St Nicholas facilitates a play based learning environment and develops learning programs responsive to children's ideas, strengths and abilities;
- Ensure documentation reflects meaningful planning and is authentic in its presentation.
- Implement inclusive practice and lead an environment which honours diversity; and
- Be proactive in ensuring currency in best early childhood practice.



Performance Indicators:

- Model and support best practice curriculum that encompasses a child's individuality is implemented in the centre.
- Documentation of Educational Leaders curriculum and support from Management to advocate this.
- Strategies are put in place to ensure all Educators are responsive to diversity, children's ideas, strengths and abilities.

KEY PERFORMANCE AREA: Children's Health and Safety**Key Tasks:**

- Ensure that the children are safe and adequately supervised at all times;
- Ensure compliance as a mandated reporter in accordance with the organisation's child protection policy;
- Be responsible for the protection and rights of children attending the service;
- Ensure that the environment is safe, supportive, stimulating and educational for children;
- Ensure all staff are aware and respond positively and consistently to children's additional needs/ requirements diet/allergies, developmental etc.
- Ensure a high standard of hygiene in compliance with procedures and policies;
- Administer first aid or medication in compliance with procedures and policies; and
 - ✓ Ensure St Nicholas Child Protection Policy is implemented;
 - ✓ Assist the Diocese to comply with child protection in the workplace – responding to allegations of reportable conduct against employees;
 - ✓ Inform the Diocese of all allegations or convictions of a child protection nature against an employee, of which you become aware; and
 - ✓ Ensure the recruitment process includes the compliance with the *Working with Children Guidelines*.

Performance Indicators:

- Risk measurements are in place, and reductions are implemented where required to ensure the safety of children, employees and visitors to the centre.
- Documentation relating to children/families is complete and filed securely.
- All child protection practices are in place, employees are trained and equipped with best practice child protection.
- Cyclical risk minimisation practices are in place to monitor the workplace.
- Routine audits of health and safety procedures are undertaken and documented.

KEY PERFORMANCE AREA: Physical Environment**Key Tasks:**

- Resource the centre with appropriate equipment and ensure the team maintain the aesthetics of the environment;
- Facilitate timely repairs and maintenance;
- Ensure effective processes are in place to meet WHS requirements; and
- Ensure St Nicholas strives towards environmental sustainability in all areas.

Performance Indicators:

- Maintenance of the centre is conducted in line with risk minimisation practices.
- Processes are in place to provide resources that ensure the success of every child's development.
- Evidence of sustainable practices are reflected in the environment.

KEY PERFORMANCE AREA: Staffing Arrangements**Key Tasks:**

- Ensure staff have a working knowledge of the *Regulations* and *National Quality Framework* and meet these guidelines in their work practices;
- Lead the professional development program within the service;
- Ensure staff qualifications and ratios meet the needs of the centre in accordance with the National Regulations and *National Quality Framework*;
- Demonstrate strong leadership skills in education and management;
- Contribute positively and effectively to the team environment;
- Support and supervise all centre staff and ensure daily organisation of staff;
- Promote a healthy team environment and develop positive channels of communication to ensure a smooth running centre;
- Lead, guide and support staff to plan, implement and evaluate programs suitable to the individual needs, emerging skills and interests of children;
- Lead, guide and support staff to create a safe, supportive, stimulating and educational environment for the children;
- Lead, guide and support staff to maintain ongoing records of the child's development and daily information;
- Participate in ongoing professional development and training programs and support staff to undertake further professional development;
- Conduct regular staff appraisals and support development of plans which will extend staff abilities and practices; and
- Organise staff meetings, family meetings and management meetings as required;

Performance Indicators:

- All performance appraisals are undertaken within the required timeline.
- All performance management and employees' issues are addressed in accordance with the relevant policy.
- All employees are included in a calendar of training and development which relates to their individual development.
- Employees are positively engaged and the right people are employed for their position within the centre.
- Rostering reflects the regulation requirements and operational needs of the centre.
- Staff meetings are recorded and provide opportunity for staff input.

KEY PERFORMANCE AREA: Work Health and Safety**Key Tasks:**

- Ensure Dioceses Work, Health and Safety policies and procedures are implemented as per the Workplace Health and Safety Injury Management System;
- Investigate workplace hazards and ensure corrective actions are implemented;
- Ensure areas of responsibility comply with WHS legislation and injury management policies and procedures;
- Provide a consultative process for communication of WHS information allowing employee input into WHS issues;

- Ensure staff are appropriately trained in WHS, standard work method statements and risk assessment;
- Provide advice and assistance on WHS issues within St Nicholas and ensure workplace inspections are carried out as per policy;
- Monitor contractor performance within St Nicholas; and
- Report WHS achievements and activities as required to the Operations Manager and/or Diocese WHS safety Officer and keep all necessary record keeping.

Performance Indicators:

- Documentation of WHS achievements and activities as required are forwarded to the Operations Manager and Diocese WHS safety Officer.

KEY PERFORMANCE AREA: Relationships with Children

Key Tasks:

- View and respect children as competent and capable;
- Promote positive, comforting and nurturing relationships with children;
- Ensure programs reflect emerging skills and interests of children;
- Ensure documentation of children’s learning is professionally presented and an authentic representation of children’s growth and development; and
- Ensure that staff provide a supportive educational environment.

Performance Indicators:

- All parents are provided with regular reporting of their child’s development which reflect the day-to-day interactions of the staff.
- Quality documentation of learning is presented throughout the centre.

KEY PERFORMANCE AREA: Collaborative Partnerships With Families and Communities

Key Tasks:

- Promote clear communication between the management team and staff and families;
- Build effective networks with early childhood practitioners within the local area and other relevant community organisations and government agencies;
- Ensure St Nicholas is knowledgeable and sensitive to the needs of families and the community, and creates positive relationships with families;
- Share information with families relating to their child and the daily activities of the centre;
- Create a safe, supportive and informative environment for families;
- Encourage families to contribute to the community of the centre; and
- Manage information which assists families to access resources within the local and wider community;
- Be an advocate for high quality services for children in our community;
- Build social capital by promoting community participation in decision making;
- Manage events and experiences with children which promote awareness of our community and reflect child-centred learning;
- Ensure students on placement are positively welcomed, supported and effectively supervised; and
- Implement evaluation strategies (e.g., satisfaction survey) to determine parents’/communication views to use for future planning.



Performance Indicators:

- Evidence of regular links and be part of networks, which interact with the community and families of the centre.
- Evidence of successful links and networks that can be beneficial to individual family's requirements.
- Regular newsletters to families to provide service and agency updates.
- Demonstrated evaluation processes that offer opportunity for feedback and positive change.

KEY PERFORMANCE AREA: Leadership and Service Management**Key Tasks:**

- Oversee St Nicholas' compliance with the requirements of the Child Care Management System, approval as a service which can receive Child Care Subsidy on behalf of clients, Inclusion Support Subsidies, State Government Funding and any other government funding received;
- Submit regular reports and documents to management on the operation of the service; and attend meetings as directed;
- Provide information to General Operation Manager for the preparation of the annual budget, and review;
- Ensure that Management is informed of current issues within the service;
- Ensure that Management is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service;
- Positively promote and market the centre including to governments and other agencies, and facilitate staff involvement in promotional activities;
- Attend Early Education management meetings as required;
- Ensure effective enrolment procedures and bookings;
- Understand processes to access additional funding and/or subsidies;
- Monitor centre's financial performance and make necessary adjustments to ensure compliance with centre's financial plans;
- Closely monitor utilisation rates and ensure vacancies are addressed immediately;
- Prepare and provide documentation for meetings held within the service; and
- Develop procedures relating to administrative functions of the service.

Performance Indicators:

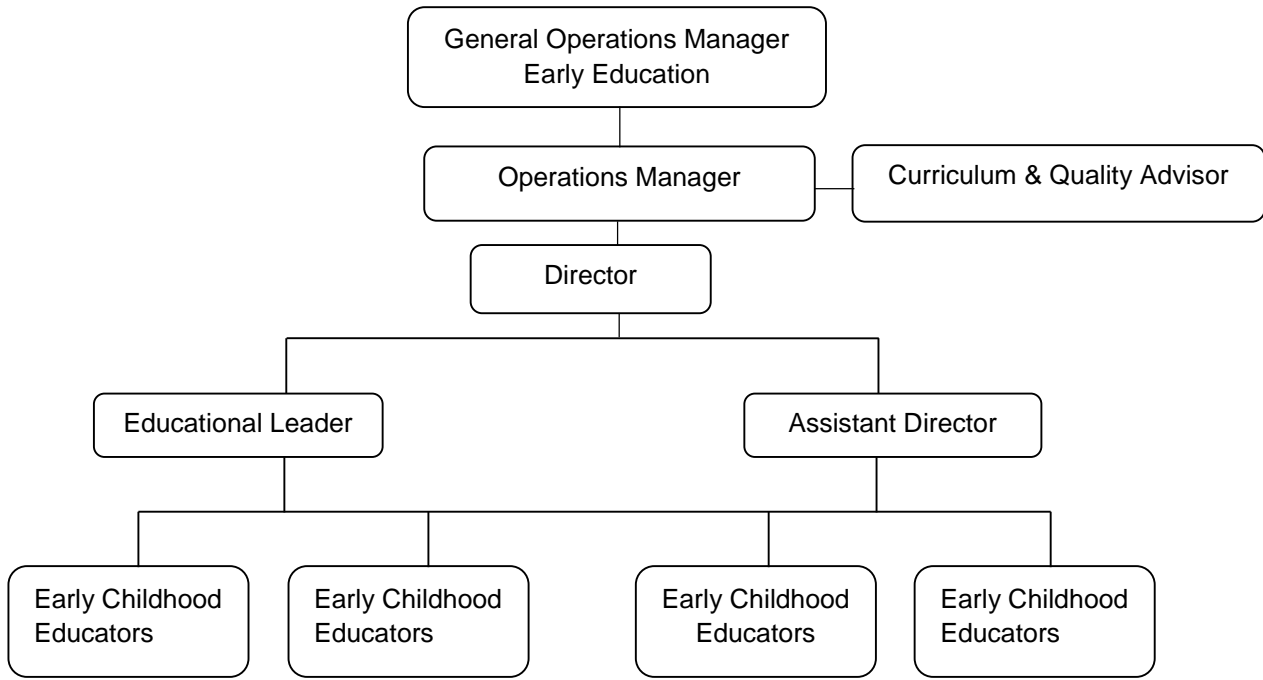
- Available funding is achieved for the benefit of the parents and the centre.
- Budgeting responsibilities for the centre are met in line with the Finance team.
- A clear management system is in place for the centre to operate effectively, it is continuously reviewed to reflect the needs of the centre.
- Flash reports are provided in a timely manner each week and provide relevant information to management.
- Enrolments reflect utilisation expectations in the financial budget.

SIGNIFICANT CHALLENGES

What?	Why?
1. Dealing with difficult parents	Parents may be upset with the service or make a complaint relating to individuals within the service.
2. Supporting staff within work area	Staff needs should be met where possible and where practically reasonable by the service.
3. Ensure consistency between programs	Curriculum written by the centre, should be relevant and reflected consistently within each room.



ORGANISATIONAL CHART FOR THIS POSITION



EMPLOYMENT CONDITIONS:

Performance Management:

Performance agreement annually with appraisal and regular reviews.

Reward & Recognition:

Educational and development opportunities negotiated annually as per performance appraisal.

OTHER RELEVANT INFORMATION:

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese.
- Any criminal or civil action taken against the occupant must be reported immediately to the Vice Chancellor - Administration;
- Take reasonable action to familiarise himself/herself with St Nicholas’s policies and procedures;
- Not take advantage of their role in the Diocese for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Diocese; and
- Be familiar with, and observe, Diocesan policy and procedures as covered in your induction

I have read the above Position Description and understand my role and expectations with St Nicholas Early Education.

EMPLOYEE SIGNATURE:

DATE:

