



Children Services

Position Description	
Position Title	Director (Nominated Supervisor as defined by ACECQA)
Program Location	Narrabundah Children's Cottage Senior
Reports To	Operations Director of Children Services
Direct Reports	10
Award	Children's Services Award 2010
Classification	Children's Services Employee Director 6
Community Services #1 Capability Level	Level 6
Objective	<p>The primary purpose of the position is to ensure management for operations of the nominated centre and be the Nominated Supervisor (NQF) and deliver the strategic goals of CS#1.</p> <p>The position supports the Operations Director to provide consistency across the CS#1 child education and care centres.</p>
Key Accountabilities and Capabilities	<p>Manages day to day operations of the team, understand and communicate decisions to the team and clarify expectations of key outcomes and setting staff rosters including arrange relief staff as required.</p> <p>Provide leadership, mentoring, induction, support and guidance to enable employees to deliver quality services and programs through regular and effective supervision. Responding to staff grievances, and undertake disciplinary action including terminations in conjunction with policies and procedures.</p> <p>Participate in and/or provide professional supervision including review of professional practice where required.</p> <p>Facilitate team meetings and staff learning and development.</p> <p>Facilitate communication opportunities with families through regular updates in newsletters and other forums.</p> <p>Prepare for and attend regular supervision and reporting to the Operations Director.</p> <p>Lead and or contribute to continuous quality assurance activities to ensure best practice principles are followed.</p> <p>Ensure legislative reporting requirements are met for early education, health, hygiene and safety.</p> <p>Monitor education programs to ensure they are inclusive of all children and individual needs.</p>

	<p>Ensure child protection through active supervision of all educators and children and report all issues in line with Mandatory Reporting requirements.</p> <p>Perform and model risk management principles to work practices and ensure incidents and events are appropriately reported and escalated. Monitor and address workplace health and safety risks for clients, staff and visitors of the program to maintain a safe work environment for all.</p> <p>Support the Executive Director to plan and report on Children and Youth's financial management, budget considerations, account oversight in alignment with the strategic and operational goals.</p> <p>To make sound financial decisions in line with CS#1's budget and delegation requirements of the position.</p> <p>Maintain accurate information records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Provide additional, urgent support to employees and families outside of formal work hours through on call working arrangements.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p>
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Selection Criteria	
<p>Required Qualifications, Skills and Experience</p>	<p>Demonstrated equivalent tertiary qualifications in fields such as Early Childhood Education.</p> <p>Demonstrated experience managing the daily operations of an Early Childhood Education program, including financial management, prioritising and problem solving in a diverse, dynamic team environment.</p> <p>Demonstrated experience leading and mentoring multiple teams to deliver excellent early childhood learning programs.</p> <p>Demonstrated extensive knowledge of the Education and Care Services National Regulations.</p> <p>Demonstrated experience in successfully creating a culture of continuous program improvement, including participating in the NQF assessment and rating process.</p> <p>Demonstrated excellent communication skills, including experience writing reports, promoting to increase centre occupancy and mediating positive outcomes.</p>
<p>Additional/Legislative Requirements</p>	<p>Diploma of Early Childhood Education and Care (as approved by ACECQA)</p> <p>A.C.T. Working With Vulnerable People Card</p> <p>Current Driver Licence</p> <p>Current First Aid Certificate</p> <p>Anaphylaxis and asthma qualification in accordance with ACECQA</p>

Acceptance

I understand and accept the duties and responsibilities as outlined in this position description.

Employee:

Date: