

DIRECTOR

POSITION:	Director
QUALIFICATIONS:	Degree in early childhood from a recognised University, or; Diploma of Early Childhood Education and Care (or previous equivalent) [3 years experience] Current Senior First Aid certificate Acceptance from Working with Children Check Approved anaphylaxis and emergency asthma management training

KEY DUTIES

- Provide pedagogical leadership to ensure quality care and education programs for children, and direction, support and continuous learning for staff.
- Provide a vibrant, interesting, varied and appropriate children's program that is developed and implemented to meet the ongoing needs of the children as per the Early Years Learning Framework.
- Ensure that the philosophy, policies and procedures of the Service are upheld, implemented and reviewed regularly to meet relevant requirements.
- Maintain compliance with the regulations as prescribed by the Education and Care Regulatory Unit along with all legal and statutory requirements.
- Encourage staff and families of the Service to actively contribute to the quality and success of the Service.

DUTIES

IN RELATION TO THE CHILDREN

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status, and ensure all Educators and staff are implementing these practices.
- Ensure Educators are encouraging and supporting children in all aspects of their development.
- Act as a positive role model, demonstrating appropriate behaviour and language, and ensure all Educators and staff are implementing these practices.
- Supervise and ensure the provision of adequate supervision for the children.
- Supervise and ensure that children only leave the premises with an authorised person.
- Supervise and ensure that Educators are implementing reasonable behaviour management practices.
- Supervise and ensure that all children are being provided with adequate sleep/rest routines.
- Ensure that children are being provided with nutritious meals and drinks.
- Ensure all Educators are aware of each child and their medical needs. In relation to a child's medication requirements, ensure that Educators have reported to appropriate colleagues for verification and that medication it is administered by a staff member who holds a current senior first-aid certificate (must be witnessed by another staff member). Ensure all relevant medical record keeping is maintained.

- Encourage and support Educators to be passionate and strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure our 'Service' philosophy is reflected in daily practice.
- Supervise the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and the National Quality Standard, and assist Educators as necessary.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special, and ensure all Educators and staff members are implementing these practices.
- Be familiar with the Early Years Learning Framework and ensure Educators are utilising the framework to inspire independent learners.
- Ensure all staff are aware of, and comply with their mandatory obligations in relation to Child Protection laws.

IN RELATION TO FAMILIES

- Be courteous and helpful to the families in the Service, and ensure all Educators and staff are implementing these practices.
- Actively request family feedback / provide families with surveys.
- Distribute newsletters to families.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees, and support educators to do the same.
- Respect the confidentiality of all information about a child, and discuss any concerns with the Owner / Manager as required.
- Be familiar with all families; greet all families on a personal basis. Ensure all Educators are greeting all families. This will ensure mutual trust and open communication.
- Supervise the completion of the Day Book/Journal/Daily Diary and assist Educators as necessary, ensuring that this valuable communication tool is being fully utilised as a means of reporting to families.
- Attend parent meetings as requested by the Owner / Manager or parents.
- Share information, and support Educators to share information with the family relating to their child and the daily activities of the Service.
- Act as a resource person for families.
- Encourage, and support Educators to encourage families to participate in Service decision-making and experiences.
- Encourage families to attend meetings as appropriate.

IN RELATION TO EDUCATORS / STAFF

- Encourage mentoring between Educators / staff.
- Supervise the implementation of each room's routine and the Service's procedures.
- Ensure all staff members are providing appropriate supervision of children in all aspects of the Service routine.
- With the guidance of the Owner / Manager and Educators, promote the highest standard of care for the children in accordance with the National Quality Standards.
- Supervise and support Educators to work as a team, sharing room responsibilities, including cleaning procedures.
- Ensure staff members are having breaks of the appropriate length.
- Organise and participate in the Service's annual staff appraisals and staff reflection activities.
- Provide training / professional development opportunities for staff.
- Participate in the Service's professional development activities.
- Organise and hold team and group staff meetings.

- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Service. Every staff member is unique and has something to offer- aim to tap into this wealth of knowledge and incorporate ideas in your own experiences.
- Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Owner / Manager for further support.
- Ensure all staff are familiar with the Grievance Policy (included in Policy Manual) and aware of their obligations to discuss any concerns or incidents with the Director for further support.
- Ensure all staff members are practicing hygienic food handling techniques.
- Ensure all staff members are practicing safe work practices.
- Ensure all staff members are complying with appropriate nappy changing or toilet procedures, medication and administration requirements, and accident/illness/injury requirements (included in Policy Manual).
- Encourage staff to establish and maintain community links.
- Supervise and support the Educational Leader to guide staff in observing and planning for individual children and the total learning environment.
- Supervise and support the Educational Leader to collaborate with staff to ensure that the program is continually improving.

IN RELATION TO THE PROGRAM

- Supervise and support the Educational Leader in the planning, implementation and evaluation of the program in consultation with Educators, and the Owner / Manager, if needed.
- Ensure the developmental records of each child are up to date and securely archived.
- Ensure Educators know and implement the Early Years Learning Framework in the program and records.
- Ensure the implementation of the program in the in-door and out-door environment promoting continual improvement to the quality of care and experience each child and family receives.
- Support the Nominated Supervisor and Educators to organise any resource materials, interest areas and general preparation for each room.
- Ensure that the program is regularly evaluated, monitored and rotated so as to provide for an interesting and challenging environment (consulting with Educators to provide variety and input from various perspectives).
- Participate in at least 4 in-services a year to support your professional development.

IN RELATION TO THE SERVICE

- Ensure that you and all staff uphold a professional image for the Service.
- Maintain and ensure Educators maintain a sound and current understanding of the National Quality Standard and National Quality Framework
- Maintain and ensure Educators maintain a working knowledge of the Early Years Learning Framework.
- Liaise with community organisations for networking opportunities.
- Maintain and ensure Educators maintain awareness of current issues in children's services.
- Mentor Educators to work in partnerships with families.
- Mentor Educators in professional written and verbal communication skills.

- Maintain and demonstrate, and ensure educators maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Ensure Educators maintain and demonstrate an extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- Provide ongoing support, assistance, and/or guidance/recommendations as required to Owner / Manager in areas of administration, program development, parent and community networking, staff professional development and training, and other areas as requested.
- Facilitate and maintain the Quality Improvement Planning routine.
- Inform the Owner / Manager of any issue arising that may compromise the children's health, safety, or wellbeing, or the efficient operation of the Service.
- Any other duties, within the scope of the position, as specified by the Owner / Manager.
- Oversee & guide the Nominated Supervisor's role and relationship the Service's Educational Leader in programming, promoting commitment to continual improvement to the quality of care provided within each room.
- Ensure staff members follow housekeeping practices that will maintain equipment and resources are kept at an optimal level.
- Assist the Owner / Manager to ensure that the physical environment complies with the Education and Care Services National Regulations.
- Assist in, and supervise the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Assist in and supervise the provision of an environment that is interesting and appealing.
- Always act within, and ensure educators act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)
- Assist on the floor when ratios require.

**IN RELATION TO COMPLIANCE AND BEST PRACTICE:
REGULARLY CONDUCT QA FOR:**

- Children's enrolment records
- Training and staff requirements
- Children's developmental needs being met
- Referral of children requiring assistance
- Cleaning checklists
- Nappy changing/toilet checklists
- Feeding / Nutrition checklists
- All registers being maintained
- All parent communications being noted
- QIP updates (team meetings)
- Review of Policies & Procedures

IN RELATION TO ADMINISTRATIVE DUTIES:

- Verify accurate utilisation records.
- Sight and verify accurate enrolment process.
- Promptly attend to general enquiry emails and phone messages.
- Provide process for general enquiries.
- Ensure families undertake the orientation process.
- Maintain accurate financial records.
- Complete payroll staff hours/pay.
- Complete required administrative reports.

- Order stock and resources as required.
- Supervise and verify internal costs/expenditure.
- Complete Budget Analysis.
- Maintain family accounts and fee records.
- Complete and manage Child Care Subsidy documentation.
- Complete and submit required QIP documentation.
- Provide and ensure distribution of newsletters.
- Provide and ensure distribution of fact and information sheets.
- Organise relevant WHS inspections/services, including but not limited to Fire Safety equipment and pest inspection.
- Perform duties related to marketing the service as negotiated with the Owner / Manager.
- Any other duties, within the scope of the position, as specified by the Owner / Manager

In relation to the Essential Requirements for Employment under the Education and Care

Services National Regulations:

- Maintain the ability to satisfy the criteria for appointment as Director.
- Maintain an understanding of all principles related to child protection.

The paramount consideration of children’s services is in the best interests of the children.

- Children should receive services that meet their individual’s needs (including the needs of children with a disability) and enhance their physical, emotional, cognitive, social and cultural development.
- Parents have both a right and a responsibility to be involved in the making of decisions by a children’s service in so far as those decisions affecting their children.

Understanding of a safe environment for children, and;

- Current knowledge of stages of physical, emotional, cognitive, social and cultural development of children, and;
- Current knowledge of health, hygiene and nutrition needs of children.

I have received, reviewed and understand the responsibilities as the DIRECTOR. I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.			
EMPLOYEE NAME		DATE	
EMPLOYEE SIGNATURE			

SUPERVISOR NAME		DATE	
SUPERVISOR SIGNATURE			