

PART 1 – POSITION DETAILS

Position Title	Director Children's Services
Position Number	Generic
Division	Community & Belonging
Business Unit	Children's Services
Pay Rate	Northern Beaches Grade K
Reports to	Manager Early Learning Centres
Hours	70 hours per fortnight
Date of last review and update	October 2018

NORTHERN BEACHES COUNCIL'S VISION

Our Vision is "Delivering the highest quality service, valued and trusted by our community" critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Community & Belonging

The Community & Belonging Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Children's Services, Community Arts and Culture, Customer Services, and Libraries.

PART 2 – BUSINESS UNIT OVERVIEW

The Children's Services Business Unit

The Children's Services Business Unit provides high quality child education and care services. This Group provides care and education for children aged between six weeks and twelve years, in accordance with all relevant legislation. They do this through delivering Long Day Care, Pre-school, Family Day Care, Vacation Care and Occasional Care Services to our community.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Working within a team environment and reporting to the Manager Early Learning Centres, the role of our Children's Centre Directors is the operational management and oversight (day-to-day) of the long day care

facilities that provide care and education for children. Each Centre Director is responsible for promoting a healthy, safe and enriching environment for children in accordance with relevant legislation, policies and procedures.

Key Responsibilities

- Manage the development, implementation and evaluation of high quality centre programs that holistically develops individual children and support the centre community
- Ensure best practice and contemporary early childhood practices are within the program development, taking into account anti-bias and cross-cultural principles, providing a balance of indoor and outdoor experiences, stimulating individual development and individual needs, interests and free choice of activities
- Facilitate the successful implementation and review of the National Quality Framework, and the Early Years Learning Framework
- Recommend and make improvements to existing methods, techniques and outcomes
- Provide ongoing support to all staff in the development, process, production and evaluation of centre program
- Work in partnership with all stakeholders in supporting children's learning and development and ongoing development of the service
- Keep up to date with current developments in the Early Childhood field
- Review, develop, update and execute operational policies, procedures, goals and business plans for the centre that ensure the wellbeing of children and help ensure continued compliance with regulations, such as:
 - Positive Behaviour Management Plans
 - A child centred framework which shows links to and reflects Early Years Learning Framework

People Leadership

Lead, motivate, support and supervise staff on an ongoing basis to:

- ensure appropriate behaviour management techniques with children are used
- maintain ongoing records of the children's development and daily information including child observations
- plan, implement and evaluate programs suitable to the individual interests of children in accordance with EYLF
- create safe, supportive, stimulating and educational environments for the children
- ensure the ongoing professional development of all staff
- ensure continuous improvement of systems and procedures
- Supervise practicum students, trainees or volunteers as appropriate
- Inform staff of licensing requirements and policy changes through regular staff meetings
- Locate appropriate orientation and training opportunities and make accommodations for staff to attend
- Provide appropriate support to staff and maintain employee confidentiality
- Manage staff performance and recruitment processes, including performance reviews in accordance with the organisational management procedure
- Schedule to maintain an efficient number of staff to meet the centre's needs

Operational

- Ensure relationships developed between staff and children are comforting and nurturing
- Ensure and be responsible for all aspects of integration of additional needs children – programs, facilities, professional support, equipment and diet and allergies.
- Establishing relationships with individual children and be responsive to their needs
- Ensure the provision of a high standard of hygiene and first aid in compliance with procedures and policies
- Ensure that all staff are aware of children's additional needs requirements and diets and allergies

- Maintain an environment that is tolerant and respectful of child and family cultures, values and differences and protects the children and their rights, safety and well being
- Provide care within educational environments as needed to meet safety and licensing regulations
- Report evidence of suspected abuse/ neglect to NSW Family & Community Services – Community Services
- Establish and maintain a healthy, safe and enjoyable working environment in accordance with relevant standards and with a high degree of independence
- Develop and manage the annual centre budget, monitor the centre's financial performance and make necessary adjustments to ensure compliance with the centre's financial targets
- Total centre management including monitoring major and minor works, cleaning contracts, general upkeep and appropriate reporting
- Oversee/approve orders of appropriate centre materials and supplies for provision of care, programs and activities
- Ensure accurate and current records on staff members, programs and children are kept, updated and stored (including applications, immunisation and allergy records, children's developmental records, daily programs) in compliance with Education and Care Services National Regulations
- Actively manage and monitor utilisation rates to ensure all vacancies are filled in accordance with the priority placement policy
- Maintain bank records and monitor fee payments
- Establish and maintain clear and timely communication systems for the provision of information, policy and procedures to staff and families within the service
- Provide support and assistance to the Manager Early Learning Centres in all areas of administrative procedures, curriculum development, parent and community liaison, staff professional development and training and any other areas as the needs arise
- Ensure that the Approved Provider and/or Manager Early Learning Centres is informed of any issue which may affect children or families, or which may prove prejudicial to service operation and/or the license or its licensing

Business Performance

- Provide timely and systematic advice and reporting to the Manager Early Learning Centres on all aspects of the operation of the Centre including:
 - Performance indicators
 - Financial performance
 - Future directions
 - Issues arising, including community feedback
- Create and maintain partnerships with each family that recognise the value of, and rights they have to be involved in the care and education of their child by:
 - Keeping families informed of service updates
 - Sharing information relating to their child, their child's progress and any delays or difficulties the staff observes and the daily activities of the service
 - Acting as a resource to and advocate for families and children
 - Encouraging families to participate in service decision-making and experiences
 - Ensuring that families have access to information relating to all service policies and procedures
 - Conduct tours and introductory visits with parents of prospective children
 - Represent the centre and liaise with other agencies, the public and external groups and organisations
- Maintain a clean and safe work environment while complying with centre safety policies and procedures

- Ensure the provision of all relevant information to staff in relation to Workplace Health and Safety including rights and obligations and other considerations
- Maintain relevant centre records (includes emergency drills, building, fire and sanitation inspections)
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Child Protection Legislation and Policies, Code of Conduct, EEO principles, the Workplace Health and Safety Act, the Local Government Act and the requirements of ICAC (Independent Commission Against Corruption) on a daily basis
- Ensure legal responsibilities are adhered to by working in accordance to the Children's Services Regulation Amended Regulation 2010 under Children's and Young persons (Care and Education Act) 1998 and Early Childhood Code of Ethics (2006)
- Undertake regular auditing processes to ensure service compliance with Clause 15 (Part 3, Part 6, Part 7) Children's Services Regulation Amended Regulation 2010
- Ensure compliance as a mandatory reporter, which requires reporting to NSW Family & Community Services where there is reasonable grounds to suspect that a child is at risk of harm
- Assist the 'Head of the Agency' the General Manager with child protection in the workplace – responding to allegations of reportable conduct against an employee
- Inform 'Head of Agency' the General Manager of all allegations or convictions of a child protection nature of which you become aware
- Exercise Workplace Health and Safety responsibility, accountability and authority as outlined in WHS.

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Degree or diploma in Early Childhood Education from a University following a course duration (on a full-time basis) of not less than three years
Or
- Child Care Certificate, a Certificate of Child Care Studies or an Associate diploma of Social Science (Child Studies) from a registered training organisation
Or
- Diploma of Children's Services (Centred Based Care) or equivalent
And
- Successful completion of a course in child protection from the Director General or willingness to complete within the first three months of employment
- Minimum twelve months post qualification experience in a child care service

Capabilities and Knowledge

- Highly developed computer application skills in utilising electronic systems, including common Microsoft applications
- Have a sound knowledge and understanding of child care policy, Child Care Benefit, legislation and (related) funding arrangement
- High level service management skills including policy development implementation
- High level organisational skills and ability to design and implement administration systems
- Sound financial management skills

- High level written and verbal communication skills including advocacy and service promotion skills with a demonstrated ability to communicate and negotiate with a diverse range of people within and outside the organisation
- Knowledge of Education and Care Services National Regulations
- High level understanding of National Quality Framework and Early Years Learning Framework
- High level staff management, development and training skills
- Behaviour that positively demonstrates Council's values of: Respect, Integrity, Teamwork, Excellence and Responsibility
- Demonstrated commitment to continuous improvement which results in positive change/s in the workplace and service delivery
- Understanding of equal employment opportunities, workplace health and safety, ethical practice principles and the ability to act with probity at all times
- Demonstrated ability to act on own initiative, work unsupervised, take ownership of solutions and effectively prioritise workload, demonstrating a flexible work ethic to meet varying work demands of team and service, as well as problem solving and analytical skills
- Demonstrated commitment to quality customer service

PART 5 – DESIRABLE CRITERIA

- Knowledge of Local Government.
- First Aid Certificate or willingness to undertake within first three months of employment
- Commitment to environmental protection principles
- Food Handling Certificate or willingness to undertake within first three months of employment
- Knowledge of different service types eg. Family Day Care, Mobile or Occasional Care
- Drivers Licence

OTHER RELEVANT INFORMATION

- Applicants being considered for the position will be required to undergo a medical examination by Council's Doctor at Council's expense to determine that they are fit and capable of performing the position
- Appointment to this position is subject to a "Working with Children Check". Barred persons are not eligible for appointment to this position
- There may be times when you are required to work at different locations within the Northern Beaches Council Local Government Area, other than your designated location

Physical Demands

Incumbents are required to be able to perform the following physical demands:

- Ability to push/ pull/ lift/ lower weights of up to 25kg
- Ability to lift weights above shoulder height
- Ability to carry weights over 10 kg over uneven surfaces
- Ability to bend and stoop forward
- Ability to crouch or kneel
- Mobility that will allow for bending, reaching and stretching
- Ability to work in a standing position for lengthy periods
- Ability to work in conditions with noise levels medium to loud