

# Position Description



## Job Details

Job Title: Centre Director Grade 6

Reports to: Children and Family Services

Group: City & Community Life

Position Number: CL0117

Grade: 6

Date: June 2019

Objective Doc Ref: [\[Insert\]](#)

## Position Purpose/Job Summary

The Children and Family Services Division delivers a range of children and family services to the community including long day care, preschool, family day care, early intervention, and supported playgroups across the Fairfield Local Government Area.

This position is responsible for leading a large team, and managing the day to day running of a 2 unit early education and care service, and ensuring the provision of a high quality program. The position of Centre Director has a legal obligation as the Nominated Supervisor of the service to ensure full compliance of the Education and Care Services National Regulations and Education and Care Services National Law and the National Quality Standards, as set by the Australian Children's Education and Care Quality Authority (ACECQA), and ensuring compliance with all policies and procedures of Fairfield City Council.

The Centre Director is responsible for overseeing the provision of a professional and developmentally sound environment that is safe, nurturing, and culturally relevant and through regular evaluation of the program, meets the social, emotional, physical, sensory, creative, cognitive, and language development needs of all children. As the 'Educational Leader' of the service, this position is also responsible for guiding other educators in the team in their planning and reflection, and to mentor colleagues in their implementation practices.

The position involves but is not limited to maintaining written records and documentation on each child's development, rostering the staffing requirements of the service, maintaining the centre budget, developing reports for management, regular attendance at management meetings, , regular liaison with parents and community stakeholders, and other administrative or project tasks as required. The Centre Director is also the Safety Advocate, Chief Fire Warden and Nominated First Aider for the service.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

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### Essential Criteria

1. Considerable experience within an early childhood setting, particularly as an early childhood teacher.
2. Comprehensive understanding and practical implementation of the National Quality Framework (NQF), the Early Years Learning Framework (EYLF), Child Protection legislation and their implications on practice (including approved Child Protection training)
3. Sound understanding of early childhood theory and curriculum planning for children aged 0-5 years
4. Proven leadership, management and interpersonal skills
5. Demonstrated ability to engage in and lead reflective practice
6. Demonstrated financial management skills
7. Demonstrated Judgement and Problem Solving Skills
8. Demonstrated commitment to inclusive practice
9. Understanding and practical implementation of Work Health and Safety Legislation

### Qualification Requirements

10. Recognised university qualification in Early Childhood Education as approved by ACECQA.
11. Registration with NESA as an accredited early childhood teacher
12. Must be able to meet the minimum prescribed requirements of a Nominated Supervisor as per the Education and Care Services National Regulations
13. Must hold a current Working with Children Check number (under the new WWCC system)

### Desirable Criteria:

14. Minimum 2 years working as a Centre Director of either a preschool or a long day care service
15. Cert IV in Frontline Management and/or Cert IV Training and Assessment
16. A community language other than English
17. Developed IT/Computer Skills
18. Current Class C Driver's License
19. Knowledge of local government
20. Experience working on project with identified key deliverables

## Key Accountabilities – Position Specific

### 1. Educational Leadership

#### Children:

- To plan for and deliver a high quality educational program in consultation with key staff in line with early childhood education theory and the Early Years Learning Framework
- Ensuring interpreted observations are evaluated according to early childhood theory and practice
- Organising staff deployment -ensuring the daily routine is flexible and responsive to the

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changing environment.

- Refer, liaise, co-operate with appropriate specialist staff in relation to children's individual needs
- Observe, interpret and evaluate observations and maintain individual records
- Support staff in their programming of individual children.
- Programming and planning for groups of children
- Create a learning environment that is culturally appropriate and is responsive to all the children's developmental needs and interest

## **Staff**

- Ensure staff at the service work in an effective way conducive to high quality service delivery
- To act as an appropriate role model and mentor for staff
- Lead the development and implementation of educational programs in the service, including the service Quality Improvement Plan
- To undertake performance review annually with staff and provide support and guidance in identifying training needs and long term goals

## **Parents & Key Stakeholders**

- Share knowledge of child development with parents
- Provide information on individual child's progress and guidance.
- Provide parents with information in relation to the local community, and support services available.
- Utilise child development knowledge to guide and support parents in decisions regarding their child's development
- Ensure effective verbal and written communication with a variety of stakeholders is maintained at all times, and delivered in a professional and timely manner

## **Budgeting & Financial**

- Employ effective strategies to maintain service utilisation
- Ensure the service operates within the allocated service budget
- Ensure regular tracking of all line items in the service budget and that the budget is reviewed monthly to ensure accuracy and viability
- Ensure all purchasing for the centre is done in accordance with Council policy and procedures, and in line with delegations

## **Administration, Policy and Compliance**

- Maintain compliance with all rules, Regulations or Acts as specified by Government authorities relating to issuing of licence, receipt of financial assistance and council policies.
- Completion of all regulatory and Council requirements, e.g. Quality Improvement Plan (QIP) as required by the Australian Children's Education and Care Quality Authority (ACECQA), Fairfield City Council's WHS system, Fairfield City Council's HR policies and procedures, etc.
- Supervise/prepare any necessary reports on all students and voluntary assistants working within groups
- Maintain and review the financial budget of the service
- As required, participate in improvement projects as directed by management
- To establish, maintain, update and ensure compliance and familiarisation of staff with regard

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to all policies and procedures.

- Contribute to the review of all policies and procedures
- To attend meetings as required by Council.
- Develop or contribute to reports as required by management

## General

- Comply with the requirements of Council's Work Health and Safety Management System (WHSMS) and fulfill relevant WHS responsibilities as per WHS-01.1.1 WHS Responsibility, Accountability and Authority Guideline whilst employed by or acting on behalf of the Council.
- Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other task or duties that may be allocated from time to time
- Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council.
- To be aware of sustainability and demonstrate that social environmental, economic and governance issues have been considered and adequately addressed in all planning, decision making and operational procedures.

## Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

## Reporting Relationships

Direct: 5- 12 staff including Early childhood teacher, Child Care Worker, Childcare Assistant, Cook, trainee  
No. of Indirect: Students and Volunteers

## Key Relationships

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<b>1 Internal</b>	
Communicating with	Nature of Communication
Interaction with other Council Departments	As required in relation to maintenance requirements and enquires.
Manager Children and Family Services	As required for information sharing and task allocation
Coordinator, Children & Family Services	As required for information sharing and task allocation
Staff	Daily exchange of information to facilitate running of centre and care of children.
Support Services staff	As required for referrals, follow up and advice on children with additional needs.
<b>Key Relationships</b>	
<b>2 External</b>	
Communicating with	Nature of Communication
Customers/families	Enrolment interviews, placements, answer any inquiries and concerns (Daily)
Community services	Promote the service, refer families, access information, and liaise to meet identified needs. (As required)
Other Childcare Services DEC and ACECQA	Information accessing and sharing, attending meetings.(As required)
Casual employment agency	Booking of casual staff, providing feedback and addressing concerns (Daily)
TAFE/Universities	Student Placements (As required)

<b>Position Dimensions</b>
<p>This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegation of Authority.</p> <p>Budget : up to \$350,000            Operating: Delegation \$2,000</p>

<b>Decision making Authority &amp; Accountability</b>
<p>1. The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1</p>

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2. The position has the autonomy to prioritise daily workloads to ensure the efficient co-ordination of activities
3. The position takes into consideration information gathered, needs of customers, users and stakeholders in determining and implementing appropriate solutions and action
4. The position is guided in its decision making by relevant Council policies, legislation, procedures and other relevant guidelines and regulations to ensure that information provided is relevant and current
5. The position refers matters that are highly technical or complex or where customers are not satisfied to a senior officer or manager for resolution

## Problem Solving

1. This role is expected to work innovatively and effectively to deliver outcomes that meet the changing needs of the community/Council
2. The position is expected to analyse problems and determine a suitable course of action for issues that may arise in the execution of their day to day responsibilities.

## Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

## Signature

<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>