

## Job Description – Centre Director/Coordinator

### Quality Area 4: Staffing arrangements

**Element 4.1** Staffing arrangements enhance children's learning and development

**Element: 4.1.1** The organisation of educators across the service supports children's learning and development.

**Element 4.1.2** Every effort is made for children to experience continuity of educators at the service.

**Element 4.2** Management, educators and staff are collaborative, respectful and ethical

**Element: 4.2.1** Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills

**Element 4.2.2** Professional standards guide practice, interactions and relationships..

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<b>Position</b>	Centre Director/ Coordinator
<b>Qualifications</b>	Degree in early childhood from a recognised Australian University, or; Diploma of Children's Services [Min.3 years experience] Current Working with Children's card Current "Provide an emergency first aid response in an education and care setting" HLTAID004 Current "Provide cardiopulmonary resuscitation HLTAID001" Food Safety Level 1 (food handling) Proof of current child protection training Anaphylaxis and Asthma Training
<b>Required Certificates/Licences:</b>	VIT Certification (if applicable) Current Valid Working with Children's Certificate
<b>Award:</b>	Children's Services award 2010 Level 6
<b>Salary Range:</b>	As per Award determination based on years, personal performance and qualifications
<b>Key Duties</b>	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.
<b>Hours of work:</b>	Shifts between the hours of 6:30am to 6:30pm Mon to Friday. This is arranged with the Approved Provider. All educators are employed on a permanent part time basis ranging from a minimum of 2 hours per week dependent on numbers of children.
<b>Rosters:</b>	Rosters will be sent out weekly via email through Easy Employer and all rosters need to be confirmed by return email. Rosters can change up to 48 hours before dependant on children numbers.

**Appointment:** To work alongside and support the educators, room leaders and teaching staff of the service. To always adhere to the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010, Child Safe Legislations as well as the policies, goals and philosophy of the service. To uphold the 'National Quality Framework' and 'National Quality Standards' as per the Philosophy, goals, policies and procedures of the service.

**Introduction:** This Position Description and associated information should not be considered as comprehensive, complete and/or exhaustive in its description of responsibilities, criteria or outcomes. It is indicative only of the position. The incumbent can and will be asked to undertake duties within their competencies, skills, abilities and training that may not be necessarily mentioned in this document. The position incumbent should be aware that their position within Centre/Service is dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected by KEKECO CHILDCARE PTY. LTD. People and jobs evolve and develop and this Position Description is intended to facilitate this (as a living document) and the incumbent's involvement in this process is a critical element.

**Responsibility:** The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, squatting and bending to child's level, 33% walking and running, and 33% standing.

The job may be performed under some temperature extremes.

You need to be aware who the WHS officer is and all relevant documentation or communication needs to go directly through her.

**Framework in which the Position Functions:**

This position provides important and valued services that go towards achieving KEKECO CHILDCARE PTY. LTD. Ltd.'s Philosophy, goals and objectives.

KEKECO CHILDCARE PTY. LTD. Educators are a team of dedicated early childhood professionals, **entrusted with the health and wellbeing of each child within the highest quality "learning through play"** environment, whilst working in partnership with families and the community.

**Company Structure within KEKECO CHILDCARE PTY. LTD.**

Please refer to Company structure flow chart within your Centre/Service.

**Reporting Relationships:**

Reports to: Approved Provider  
Direct reports to All Stake Holders

**Delegations:** Oversee and delegate the daily running of the Centre/Service.

**Communications:**

**Internal**

- Centre/Service Educators.
- Approved Provider
- Educational Leader
- WHS officer

**External**

- Parents / Families.
- Community Services
- Trades/ Maintenance or Repairs
- Schools

**Professional Development:**

KEKECO CHILDCARE PTY. LTD mandatory professional training as per scheduled by Educational Leader on task:

- ACA Annual conference
- Training plans
- Educators meetings
- Team meeting
- Individual performance meetings
- Educators appraisals
- Mandatory reporting training
- Healthy eating training

**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. No staff member should be performing another task whilst supervising 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.

- You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately.
- 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 Approved Provider Representative 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 and assist Educators as necessary, ensuring that this valuable communication tool is being fully utilised.
- Attend parent meetings as requested by the Approved Provider Representative 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.
- Supervise and ensure the completion of the daily Childcarers transmissions as a means of reporting to families.

#### **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 Approved Provider Representative 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 Approved Provider Representative 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.
- Supervise and support the Educational Leader to collaborate with staff to ensure that the program is continually improving.
- Look for opportunities within the Centre where a family may become involved e.g. Multi-cultural events, craft activities, fund raising and parent committees.
- Respect the confidentiality of all information about a child, any concerns should firstly be discussed with the Director.
- You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to relevant colleagues for verification and ensure that it can only be administered by a staff member with a current first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- To attend parent meetings as requested by the parents.
- To share information with the family relating to their child and the daily activities of the 'Service'.
- To act as a resource person for families.
- To encourage families to participate in Centre experiences.
- Creating the opportunities to meet with families and specialists.
- Assist in the orientation of new families and ensure that they settle into the service.

**In relation to colleagues:**

- Oversee the room's routine and the Service's procedures
- Coordinate and deliver monthly staff meetings
- Oversee that all staff are meeting the needs, supervision, health and safety of all children.
- Promote the highest standard of care for the children in accordance with the National Quality Standard High Quality bracket in line with the National Quality Standard aiming for a rating of 'excellence'.
- Lead the staff to work as a team, sharing room responsibilities.
- Deliver the service's half yearly staff appraisals and staff reflection activities
- Meet regularly with educators and teams to support problem-solving, curriculum explorations and the development of documentation skills.
- Participate in the service's goal setting programs every six months.
- Develop and support the worth of the personal, professional, cultural and linguistic diversities that all staff brings 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.
- Familiarise yourself with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Approved Provider further support.
- Oversee and guide the Educational Leader to mentor staff in observing and planning for individual children and the total learning environment.
- Oversee and guide the Educational Leader to collaborate with staff to ensure that the program is continually improving.
- Grow classroom practices that are reflective of a strong image of colleagues, families and children.
- Assist in the orientation of new staff and act as a resource to all staff.
- Coach, mentor and counsel staff with human resources, program and personnel issues in relation to the values and beliefs of the organisation.
- Termly team meetings will be conducted in all rooms. This will allow you have full understanding of what is happening and the needs of individual rooms. This is an opportunity for the teams to discuss future goals and individual developmental needs of the children that can't be discussed within the room.

**In relation to the Programs:**

- Supervise and support the Educational Leader in the planning, implementation and evaluation of the program in consultation with Educators, and the Approved Provider Representative 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 Approved Provider Representative 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 Approved Provider Representative 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 Approved Provider Representative .
- 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 Approved Provider Representative 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.)
- Comply with the Policies and Procedures of Kekeco Childcare Pty. Ltd. and all National Education and Care Services Regulations 2011 and Education and Care Services National Act 2010.
- Awareness of current issues in Early Childhood Education and Care.

- Demonstrated ability to work in partnerships with families.
- Demonstrated professional level of written and verbal communication skills.
- Extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Extensive knowledge of Occupational Health and Safety legislation and safety issues relating to children and staff.
- Coordinate support and assistance 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.
- Facilitate the successful implementation of the Quality Improvement Plan as per Centre/Service routine
- Ensure the Approved Provider is informed of any problem arising, which would affect the children or the smooth running of the service.
- Any other duties, within the scope of the position, as specified by the Approved Provider.
- Oversee the Service's Educational Leader in programming promoting commitment to continual improvement to the quality of care provided within each room.
- Oversee and delegate housekeeping practices, which ensure that equipment is maintained at an optimal level, and the Centre is kept clean and tidy.
- To ensure that the Centre's building comply with the Education and Care Services National Regulations.
- Ensure completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to provide a safe, clean and hygienic environment that is welcoming to all.
- Provide an environment that is safe, interesting and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)
- Facilitate the successful implementation of the Quality Improvement Plan and Accreditation System as per Centre/Services Routine.
- Create and manage rosters, leave requirements, staffing levels and ratios within the service at all times.
- Regularly consult with Approved Provider Representative on staff strengths and needs and on assisting with goal setting plans for individual staff.
- An annual art show will be conducted, dates appointed by Centre Director at beginning of the year. This is an opportunity for you to work with the individual teams to source cost effective supplies to allow the teams display the various pieces of art work that have been completed throughout year. The annual art show is a family event and our centre will be on display for the public. After the event a display book will be made and displayed for new and old families to view.

**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 submit Childcare Rebate 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 Approved Provider Representative .
- Any other duties, within the scope of the position, as specified by the Approved Provider Representative

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

**National Regulations 2010.**

- 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.
- Oversee all administrative duties or otherwise in relation to but not limited to: DET reporting, family attendances, accounts, fee collection, Newsletters, Information Sheets, Accreditation requirements and emails.

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 READ AND UNDERSTAND THE CONTENTS OF THE JOB DESCRIPTION:**

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Director)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)