



POSITION DESCRIPTION

Director Child Care (Nominated Supervisor)

DIRECTOR CHILD CARE (Nominated Supervisor)

POSITION TITLE:	Director Child Care (Nominated Supervisor)
POSITION NUMBER:	5023
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Director - Division 2 - Section 2 (Children's Services & Early Childhood Education)
REPORTS TO:	Director Community Services
DEPARTMENT:	Community Services and Economic Development
LAST REVIEWED:	August 2026

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will
see how much we value our natural
beauty, how connected our communities
are, and how balanced growth makes
this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The Director Child Care (Nominated Supervisor) is responsible for the effective leadership, management and day-to-day operation of Curry Kids Early Learning Centre.

The position provides visible, professional and accountable leadership to ensure:

- the safety, rights, wellbeing and best interests of children are paramount;
- high-quality education and care are consistently delivered;
- the service complies with relevant legislative, regulatory and Council requirements;
- staff are appropriately supported, developed and held accountable;
- a positive, professional and child-safe workplace culture is maintained;
- families have confidence in the quality and management of the service; and
- Curry Kids operates effectively, efficiently and sustainably for the Cloncurry community.

The Director is expected to lead from the front through a regular and visible presence across the service and within children's rooms, observing practice, engaging with children, educators and families, providing coaching and practical support where appropriate, and maintaining a strong understanding of day-to-day service delivery.

The Director should not ordinarily be relied upon as part of the routine staffing establishment or



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educator-to-child ratio, except where operationally appropriate or necessary.

As Nominated Supervisor, the Director is accountable for the effective supervision and management of the education and care service in accordance with the National Quality Framework, National Quality Standard, Education and Care Services National Law and Regulations, Early Years Learning Framework, Family Assistance Law, Queensland child safety and child protection requirements, Council policies and other applicable requirements.

REPORTING LINES

Reports To:

Director Community Services and Economic Development

Direct Reports:

Assistant Director, Educational Leader, Educators and other Curry Kids staff.

The Director works collaboratively with:

- Human Resources
- Finance
- Workplace Health and Safety
- relevant Council departments;

GENERAL DUTIES AND RESPONSIBILITIES

The Director will:

- provide visible and effective leadership across all areas of Curry Kids;
- plan, prioritise and manage their workload effectively to ensure key responsibilities, actions and deadlines are met;
- maintain appropriate systems to monitor actions, priorities and deliverables and follow through on agreed outcomes;
- appropriately delegate responsibilities to the Assistant Director, Educational Leader and other staff while maintaining oversight and accountability;
- maintain an active presence within children's rooms and the broader service;
- regularly observe service delivery, room routines, transitions, staffing arrangements and educator practice to identify improvement opportunities;
- provide practical leadership and operational support to educators where appropriate;
- model professional, respectful and child-safe practice;
- provide clear expectations, direction, feedback and accountability to staff
- ensure staff receive appropriate supervision, mentoring, training and professional development;
- undertake formal employee performance reviews and regular performance discussions, including six-monthly performance check-ins;
- address performance, conduct and compliance concerns promptly and appropriately;
- ensure mandatory reports, regulatory notifications and required escalations are completed accurately and within prescribed legislative, regulatory or Council timeframes;
- maintain effective communication with staff, families, Council management and stakeholders;
- provide whole-of-centre communication to families generally monthly, with a target of 10–12 communications per year;
- maintain a visible and approachable presence with families and actively build positive relationships and confidence in the service;
- maintain accurate records and provide timely operational and management reporting;
- participate in ongoing professional development relevant to the Director/Nominated Supervisor role;
- undertake formal service reflection, review and goal setting at least six-monthly;
- contribute to Council planning, budgeting and performance management processes;
- identify risks and implement or escalate corrective action;



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- promote teamwork, accountability, continuous improvement and a positive workplace culture;
- ensure Council policies, procedures, delegations and Codes of Conduct are followed; and
- undertake other reasonable duties consistent with the position.

The Director's involvement in day-to-day service delivery does not remove their responsibility to maintain appropriate oversight of compliance, administration, workforce management and the broader operation of the service.

Leadership and Delegation

The Director retains overall accountability for the effective operation, leadership and regulatory compliance of Curry Kids while appropriately delegating operational responsibilities.

The Assistant Director supports the Director in day-to-day operational management and may be delegated responsibilities including:

- staffing and rostering;
- enrolments, attendance and waitlist administration;
- routine family engagement and communication;
- staff mentoring and development;
- monitoring day-to-day compliance requirements;
- operational and administrative processes;
- facility and resource coordination; and
- other responsibilities appropriate to the Assistant Director role.

The Educational Leader provides leadership in curriculum, educational practice and critical reflection in collaboration with the Director and educators.

The Director remains responsible for:

- setting clear expectations;
- ensuring appropriate delegation;
- providing direction and support;
- monitoring performance and outcomes;
- ensuring delegated responsibilities are completed to the required standard; and
- intervening or escalating where performance, compliance or service standards are not being met.

Delegation does not remove the Director's overall accountability for the effective management of the service.

KEY RESPONSIBILITIES IN THIS ROLE

1. Child Safety, Compliance and Governance

Provide leadership to ensure Curry Kids operates as a safe, compliant and well-governed education and care service.

The Director will:

- fulfil the responsibilities of Nominated Supervisor;
- ensure children's safety, rights, wellbeing and best interests remain paramount;
- maintain a strong child-safe culture;
- ensure appropriate supervision, educator-to-child ratios, qualifications and responsible person requirements are maintained;
- ensure employees understand and meet child protection, child safety and mandatory reporting obligations;
- ensure employee Blue Cards, qualifications and mandatory training remain current;



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- ensure incidents, complaints, allegations and notifiable matters are appropriately documented, managed and escalated;
- ensure all mandatory reports and regulatory notifications are submitted accurately and within prescribed statutory or regulatory timeframes;
- immediately escalate any matter where a reporting or notification deadline may be at risk;
- maintain current policies, procedures, risk assessments and compliance records;
- ensure appropriate procedures are maintained for emergencies, excursions, transport, safe arrival, medical conditions, medication, sleep and rest, hygiene and food safety;
- promptly address identified non-compliance; and
- maintain readiness for regulatory visits, compliance monitoring, Assessment and Rating and other review processes.

2. Leadership, Staffing and Workforce Development

Build and maintain a capable, appropriately qualified, professional and accountable workforce.

The Director will:

- provide visible, accessible and supportive leadership;
- regularly spend time within rooms to observe practice, understand operational pressures and support educators;
- establish clear expectations for performance, behaviour and accountability;
- provide regular constructive feedback, coaching and mentoring;
- ensure induction, orientation and probation processes are effectively completed;
- undertake annual performance reviews and formal six-monthly performance check-ins;
- identify and address underperformance, conduct concerns or unsafe practice promptly;
- maintain appropriate performance management documentation;
- identify staff development needs and implement professional development plans;
- mentor and develop the Assistant Director, Educational Leader and emerging leaders;
- appropriately delegate responsibilities while retaining effective oversight;
- monitor staffing arrangements, rosters, workforce capability and succession needs;
- identify recruitment and retention risks and develop appropriate responses;
- conduct regular staff meetings and promote effective communication;
- support employee wellbeing while maintaining professional standards and accountability;
- work collaboratively with Human Resources on workforce matters; and
- maintain the Director's own professional knowledge and development relevant to early childhood leadership, regulation and contemporary practice.

3. Education, Quality, Inclusion and Continuous Improvement

Lead high-quality educational practice and continuous improvement across Curry Kids.

The Director will:

- provide oversight of the quality and effectiveness of educational programs across the service;
- work closely with and support the Educational Leader while retaining appropriate oversight of curriculum quality;



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- regularly observe educator practice and review programming and planning cycles;
- ensure educators understand and meet their curriculum and documentation responsibilities;
- support effective critical reflection and professional discussion;
- ensure educational programs align with approved learning frameworks and the service philosophy;
- ensure children's individual needs, interests, development, culture and abilities are supported;
- support children to have a voice in their learning and daily experiences;
- oversee inclusive practice and support planning for children with additional needs, disability or complex health needs;
- promote culturally safe and inclusive practice for Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds;
- lead implementation and regular review of the Quality Improvement Plan;
- monitor performance against the National Quality Standard;
- lead preparation for Assessment and Rating;
- undertake a formal service review, reflection and goal-setting process at least every six months; and
- use feedback, complaints, incidents, surveys, assessment outcomes and contemporary practice to drive continuous improvement.

4. Operational, Financial and Facility Management

Effectively manage the operational and financial performance of Curry Kids.

The Director will:

- oversee the day-to-day operation and administration of the service;
- monitor enrolments, attendance, occupancy, vacancies and waiting lists;
- regularly review room routines, transitions, staffing arrangements and operating practices to identify opportunities for improvement;
- ensure staffing and rosters are appropriately aligned with enrolments, ratios and operational requirements;
- work with the Director Community Services and Economic Development and Finance to develop and monitor the service budget;
- monitor expenditure and identify significant financial variances;
- oversee relevant Child Care Subsidy and Family Assistance Law requirements;
- ensure administrative, enrolment and service records are accurately maintained;
- identify opportunities to improve efficiency and financial sustainability without compromising child safety or service quality;
- ensure facilities, equipment and learning environments are safe, appropriate and maintained;
- identify and escalate operational, facility and WHS risks;
- effectively plan, prioritise and deliver agreed operational actions within required timeframes; and
- contribute to longer-term service and workforce planning.

Monthly Management Reporting

The Director will provide a concise monthly report to the Director Community Services and Economic Development addressing, as relevant:



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- enrolments, occupancy, vacancies and waitlist;
- staffing, rosters, vacancies and recruitment;
- budget performance and material variances;
- compliance, incidents and regulatory matters;
- QIP and service improvement actions;
- significant staff performance or development matters;
- family feedback, complaints and engagement;
- WHS, facility and maintenance issues;
- professional development and mandatory training;
- key risks and emerging issues; and
- outstanding actions and matters requiring management support or decision.

New Curry Kids Facility

- During transition to the new Curry Kids facility, the Director will also:
- provide operational leadership for service readiness;
- ensure childcare-specific operational and regulatory requirements are identified and completed;
- ensure policies, procedures, records, resources, equipment and learning environments are appropriately prepared;
- contribute to development of staffing and roster models;
- coordinate employee orientation and transition;
- support regulatory approval and assessment processes;
- identify and escalate risks or delays promptly; and
- maintain appropriate communication with staff and families throughout transition.
- Following opening, the Director will monitor and refine the operating model, staffing, room utilisation, systems and service delivery to optimise the effectiveness of the new facility.

5. Children, Families and Community

Build positive relationships and community confidence in Curry Kids.

The Director will:

- ensure children experience respectful, responsive and supportive relationships;
- support children's inclusion, culture, individual needs and participation in decisions affecting their learning and daily experiences;
- maintain a visible and approachable presence with parents, carers and families;
- actively build respectful and collaborative relationships with families;
- ensure families receive accurate, professional and timely information;
- provide 10–12 whole-of-centre communications per year, generally monthly, covering relevant activities, educational programs, upcoming events, service initiatives, achievements, reminders and operational updates;
- ensure urgent or significant information is communicated promptly;
- respond appropriately to concerns and complaints and ensure these are documented, investigated and escalated where required;



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- actively seek family feedback and use it to inform service improvement;
- promote opportunities for meaningful family participation;
- develop appropriate relationships with health, education, community and support services;
- promote Curry Kids as an inclusive and valued community service; and
- identify changing childcare needs within the Cloncurry community and contribute to future service planning.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

The position requires:

- strong knowledge of the National Quality Framework, National Quality Standard, National Law and National Regulations;
- knowledge of approved early childhood learning frameworks and contemporary educational practice;
- comprehensive understanding of child safety, child protection, mandatory reporting and regulatory notification responsibilities;
- strong understanding of Nominated Supervisor responsibilities;
- demonstrated early childhood leadership and management capability;
- strong time management, planning, prioritisation and organisational skills;
- demonstrated ability to manage competing priorities, meet deadlines and follow through on agreed actions;
- ability to effectively delegate, supervise and hold others accountable;
- ability to provide visible, practical and supportive leadership;
- strong staff supervision, mentoring, development and performance management skills;
- ability to manage staffing, rostering, enrolments and occupancy;
- sound financial and budget management capability;
- sound understanding of Family Assistance Law and Child Care Subsidy requirements;
- ability to manage conflict and difficult conversations professionally;
- highly developed written and verbal communication skills;
- ability to build effective relationships with children, families, employees and stakeholders;
- strong understanding of inclusive early childhood practice;
- sound WHS and risk-management knowledge;
- ability to interpret and implement legislation, policy and procedures;
- capacity to lead change, reflection and continuous improvement; and
- high standards of integrity, confidentiality, professionalism and judgement.

KEY SELECTION CRITERIA

1. Early Childhood Leadership and People Management

Demonstrated experience leading an early childhood education and care service, including visible operational leadership, effective delegation, staff development, performance management, workforce planning and building a positive and accountable workplace culture.



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2. Regulatory Compliance and Child Safety

Demonstrated knowledge and practical application of the National Quality Framework, National Quality Standard, National Law and Regulations, child safety and child protection requirements, including management of mandatory reporting and regulatory notification obligations.

3. Quality, Educational Practice and Inclusion

Demonstrated ability to provide oversight of high-quality educational practice, inclusive service delivery, Quality Improvement Planning, critical reflection and preparation for Assessment and Rating.

4. Operational, Financial and Delivery Management

Demonstrated ability to effectively plan and prioritise work and manage staffing, rostering, enrolments, occupancy, budgets, risk, reporting and operational deliverables within required timeframes.

5. Communication and Relationships

Highly developed interpersonal, leadership and communication skills with demonstrated ability to build constructive relationships with employees, children, families, regulators and internal and external stakeholders.

Key Performance Indicators

Performance will be assessed against the following five key areas.

Statutory, regulatory and child-safety requirements are non-negotiable and require 100% compliance. Other performance targets reflect expected delivery while recognising that service priorities may change during the review period.

KPI 1 – Child Safety and Regulatory Compliance

Objective:

Maintain a safe and compliant education and care service and effectively discharge Nominated Supervisor responsibilities.

Performance Targets:

- 100% of mandatory reports and regulatory notifications submitted accurately within prescribed timeframes;
- 100% compliance with educator-to-child ratio and responsible person requirements; 100% of required employee Blue Cards, prescribed qualifications and mandatory child safety/compliance training current or appropriately managed prior to expiry; 100% of significant child safety, regulatory or high-risk compliance matters escalated appropriately;
- 100% of statutory or high-risk corrective actions completed within required or formally approved timeframes; and
- no known significant compliance matter left unreported or unmanaged.

KPI 2 – Leadership, Staff Development and Accountability

Objective:

Maintain a capable, supported, professional and accountable workforce through visible and effective leadership.

Performance Targets:

- 100% of required probation reviews, six-monthly performance check-ins and annual performance reviews completed within Council timeframes;
- 100% of serious employee conduct, child safety or significant performance matters appropriately addressed and escalated;
- at least 80% of agreed staff professional development actions completed within agreed timeframes;
- at least 80% of scheduled staff meetings, coaching and structured development activities undertaken;



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- regular and visible Director presence demonstrated across rooms and service operations;
- effective delegation and follow-up demonstrated;
- workforce vacancies, retention and staffing risks actively managed; and
- the Director demonstrates ongoing professional development and contemporary sector knowledge.

KPI 3 – Quality, Education and Continuous Improvement

Objective:

Demonstrate ongoing improvement in educational practice, inclusion and service quality and maintain readiness for Assessment and Rating.

Performance Targets:

- 100% of high-risk child safety, regulatory or compliance-related QIP actions completed within required timeframes;
- formal service reflection, review and goal setting completed twice per year;
- at least 80% of scheduled QIP reviews undertaken;
- at least 70% of agreed non-critical QIP and service improvement actions completed or substantially progressed;
- 100% of identified high-priority quality or safety matters assigned an action, responsible officer and timeframe;
- evidence of regular oversight of curriculum, educator practice, programming and inclusive practice; and
- service maintains appropriate Assessment and Rating readiness.

Where an agreed improvement action is not completed, documented evidence of progress, revised priorities or an approved revised completion date must be maintained.

KPI 4 – Operational, Financial and Delivery Performance

Objective:

Operate Curry Kids effectively, responsibly and with strong accountability for planning, delivery and financial sustainability.

Performance Targets:

- at least 90% of agreed priority actions, routine reports and operational deliverables completed within agreed timeframes, with outstanding actions appropriately documented and escalated;
- monthly management reporting provided covering key operational, workforce, financial, quality and risk matters;
- enrolments, occupancy, vacancies and waitlists reviewed and reported monthly;
- 100% of significant or material budget variances identified and escalated appropriately;
- staffing and rosters appropriately aligned with enrolments, regulatory requirements and service needs;
- 100% of significant operational, facility or WHS risks appropriately escalated;
- at least 70% of agreed annual operational efficiency or service improvement initiatives completed or substantially progressed; and
- evidence of effective workload planning, prioritisation, delegation and follow-through.

During transition to the new Curry Kids facility:

- 100% of regulatory, child safety and critical opening requirements must be completed before commencement where required; and
- at least 80% of other agreed operational readiness actions completed by planned milestone dates, with delays appropriately documented and escalated.

KPI 5 – Family Communication, Engagement and Service Confidence

Objective:

Maintain effective family communication, positive relationships and confidence in Curry Kids.

Performance Targets:



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- provide 10–12 whole-of-centre communications per year, generally monthly;
- maintain a visible and approachable presence with families;
- 100% of urgent, significant, child safety or regulatory communications provided within required or appropriate timeframes;
- 100% of significant complaints and concerns appropriately acknowledged, documented and progressed in accordance with policy;
- at least 70% of agreed family engagement or communication improvement initiatives completed or substantially progressed;
- regular opportunities provided for family feedback and participation; and
- family feedback, complaints, compliments and surveys demonstrably inform service improvement.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Essential

The incumbent must hold and maintain:

- Diploma of Early Childhood Education and Care, Bachelor of Early Childhood Education or an ACECQA-approved equivalent or higher qualification;
- demonstrated experience in a leadership role within an early childhood education and care service;
- knowledge, experience and capability sufficient to undertake the role of Nominated Supervisor;
- current Queensland Working with Children Check / Blue Card;
- current approved First Aid qualification;
- current CPR qualification;
- current approved anaphylaxis management training;
- current approved emergency asthma management training;
- required Queensland child protection training;
- mandatory national child safety training, including applicable advanced training requirements;
- ongoing suitability and consent to act as Nominated Supervisor; and
- any other qualification, screening or training required by legislation or Council.

A current C Class Driver Licence is required where applicable to the duties of the position.

Desirable

minimum three years' experience in a Director, Nominated Supervisor, Assistant Director or comparable senior early childhood leadership role;

- experience leading a service through Assessment and Rating;
- experience managing budgets, staffing, occupancy and service performance; experience
- establishing, transitioning or substantially improving an early childhood education and care service; and
- demonstrated experience developing and mentoring early childhood educators and emerging leaders.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Director Child Care has appropriate autonomy for the day-to-day management of Curry Kids within relevant legislation, Council policies, approved budgets and delegations.

The Director is accountable for:

- child safety and regulatory compliance;
- meeting mandatory reporting and regulatory notification timeframes;
- effective planning, prioritisation and timely delivery of agreed actions;
- effective leadership and performance of employees;
- maintaining appropriate staffing, ratios and supervision;
- supporting staff through visible, hands-on leadership and professional development;
- effectively delegating responsibilities while retaining oversight and accountability;
- addressing underperformance, inappropriate conduct and unsafe practice;



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- oversight of educational quality and inclusive practice;
- the quality and continuous improvement of service delivery;
- effective operational and financial management;
- effective and regular communication and engagement with families;
- appropriate management of service risks;
- timely and accurate management reporting;
- implementation of Council policies and management directions; and
- achievement of the Key Performance Indicators contained within this Position Description.

The Director is expected to make timely operational decisions within delegated authority, take ownership of matters within their responsibility and demonstrate accountability for agreed outcomes and performance targets.

Significant matters outside delegated authority, or matters presenting substantial child safety, regulatory, workforce, financial or reputational risk, must be promptly escalated to the Director Community Services and Economic Development and/or Approved Provider.

WORK HEALTH & SAFETY OBLIGATIONS

The Director is responsible for actively leading and promoting a safe workplace and education and care environment.

The Director will:

- demonstrate visible leadership and personal accountability for workplace health and safety;
- ensure hazards and risks associated with an early childhood environment are identified and appropriately managed;
- ensure WHS incidents, hazards and near misses are reported and addressed;
- implement and monitor appropriate risk assessments and controls;
- ensure employees understand and comply with Council WHS policies and safe work practices;
- promote appropriate manual handling, hygiene, infection control and safe food-handling practices;
- ensure facilities, equipment and work environments are maintained in a safe condition;
- provide staff with appropriate WHS guidance, instruction and support;
- address unsafe practices promptly;
- ensure significant WHS risks are escalated; and
- comply with all applicable WHS responsibilities and Council requirements.

The Director is expected to model safe work practices and actively reinforce a culture where every employee accepts responsibility for the safety of children, colleagues, families and visitors.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date