



POSITION DESCRIPTION

Director Child Care (Nominated Supervisor)

DIRECTOR CHILD CARE (Nominated Supervisor) - Maternity Leave

POSITION TITLE:	Director Child Care (Nominated Supervisor) – Maternity Leave
POSITION NUMBER:	5023
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Director Level Classification – Delivery of Children's Services Above Award Contract Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Director Community Services
DEPARTMENT:	Community Services and Economic Development
LAST REVIEWED:	March 2023

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 primary objective of this role is to manage and oversee the operations of the Curry Kids Early Learning Centre, ensuring child in care are given a safe, happy, and educational environment. Through the provision of strong leadership in the operational and strategic management of the Curry Kids Early Learning Centre, the Director is a diligent task-master, and strong communicator with parents and the wider-community.

The Director is responsible for the promotion of the centre as a healthy, safe, and enriching environment for children while delivering programs which conform to the National Quality Standards (NQS) and National Quality Framework (NQF).

REPORTING LINES

This position reports to the Director – Community Services and Economic Development. This position works closely with internal and external stakeholders.



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GENERAL DUTIES AND RESPONSIBILITIES

- Provide administrative and organisational support for the Curry Kids Early Learning Centre.
- Collate reports for the Department of Community Services and Economic Development.
- Assist in the coordination and quality assurance of written material.
- Maintain appropriate files, records, and administrative systems in line with Council processes and procedures.
- Carry out all duties and functions in a manner that promotes good teamwork and public relations.
- Be willing to participate in the development and implementation of new programs and systems.
- Promote the aims and objectives of the Council, faithfully serve the Council, and use utmost endeavours to promote Council interests.
- Perform other duties as required.

KEY RESPONSIBILITIES IN THIS ROLE

The Curry Kids Early Learning Centre Director is pivotal to achieving the vision of Cloncurry Shire Council. As the leader of the Centre, the Director will establish respectful and reciprocal relationships with families and develop the Centre team to provide high-quality education and care.

It is the expectation of Cloncurry Shire Council, that the Director actively works to ensure the Curry Kids Early Learning Centre is a leading provider of early learning and care in the community. The Director role model's excellent leadership to bring out the best in our people, build their capability and support them in making the Centre a safe and engaging place for children, families, and the team.

The Director will source best practice within the organisation and sector, leveraging this to develop and coach the team to deliver outstanding performance. Working closely with the team, the Director will ensure the Centre meets, as a minimum, the National Quality Standards (NQS), and deliver the required attendance, labour, and overall Centre contribution results.

The following outlines the key responsibilities of the position, but is not all encompassing:

- Be responsible for the overall management and administration of the Centre.

Operational

- Act as a positive and enthusiastic role model, always demonstrating appropriate behaviour and language.
- Work with staff to review and implement programs that provide a nurturing and educational environment for children in accordance the relevant industry guidelines.
- Ensure a high level of confidentiality is maintained for all information pertaining to the children, families, and guardians of the Centre.
- Ensure respect, support, and inclusion for all children, regardless of gender, cultural or socio-economic background.
- Identify and actively participate in strategic development opportunities that are focused on improving the Centre, including supporting staff development.

Administration and Financial Management

- Work with Director Community Services to identify and plan for major projects, including major capital projects which have been identified to improve the Centre and service provided.
- Work with Director Community Services to prepare budget submissions for the Centre and monitor and ensure expenditure remains within budgetary parameters.
- Ensure administration requirements are met (i.e., banking, debt monitoring and recovery, family payments and funding payments).
- Manage the Centre's occupancy and enrolments.
- Prepare monthly report to Council via Director Community Services outlining Centre utilisation, financial matters, activities, and outcomes.



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- Work with relevant Council staff and departments to ensure the Centre is maintained to a high standard that provides safe environments for staff, clients, and visitors.

Licensing and Policy Requirements

- Ensure licensing requirements and standards are met at all times.
- Ensure all staff, students, volunteers, and visitors comply with all policies, procedures, and codes of conduct of the Centre and Council.
- In conjunction with Director Community Services, develop and implement Centre-based policies and procedures in accordance with regulatory and legislative requirements.

Staff Management

- Participate in recruitment of staff in accordance with Council policies and relevant legislative requirements.
- Provide advice and monitor staff in the implementation of programs per the NQF.
- Manage and implement regular staff professional development and training initiatives.
- Conduct and monitor staff performance and provide counselling in cases of non-compliance with accepted work patterns, behaviour, or standards.
- Develop and maintain positive working relationships with staff.
- Manage staff rosters to ensure they meet minimum standards in accordance with relevant legislative requirements.
- Conduct regular staff meetings (as required / scheduled).

Parent and Community Liaison

- Identify and implement opportunities within the Centre to develop positive and effective partnerships with families (i.e., cultural activities, parent committees, social events, workshops).
- Promote and maintain open lines of communication with families and guardians.
- Ensure regular correspondence with families and guardians, delivered in a manner appropriate to the requirements of the individual families and guardians (i.e., Story-park, email, information in relation to the Centre's achievements or change, fact sheets promoting food and nutrition ideas).
- Maintain enrolment packs for new families to ensure they receive current information on the Centre and its programs.

Nominated Supervisor

- Perform the role of Nominated Supervisor in accordance with the National Quality Frameworks set out below:

Educational Programs

- Ensuring educational programs are:
 - based on and delivered in accordance with an approved learning framework.
 - based on the developmental needs, interests, and experiences of each child.
 - designed to take into account the individual differences of each child.

Supervision and safety of children

- Ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.

Entry and exit from the premises

- Ensuring children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment).
- Ensuring that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service except when:
 - permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Law, or



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- the supervisor is aware the parent is prohibited by a court order from having contact with the child.
- Ensuring that an authorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision.

Food and Beverages

- Ensuring adequate health and hygiene practices and safe practices for handling, preparing, and storing food are implemented at the service to minimise risks to children.
- Ensuring children are being cared for by the service, always have access to safe drinking water and are offered food and beverages on a regular basis throughout the day.
- Ensuring that, where food and beverages are supplied by the service, they are:
 - nutritious and adequate in quantity
 - chosen with regard to the dietary requirements of the individual children
- Ensuring that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents.

Administration of medication

- Ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations.
- Where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable.

Prescription and non-prescription drugs and alcohol

- That whilst educating and caring for children at the service, they must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children.

Sleep and Rest

- Taking reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children.

Excursions

- Ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations, and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion.

Staffing

- Ensuring the prescribed educator to child ratios is met and each educator at the service meets the qualification requirements relevant to the educator's role.
- Facilitate the provision of a high-quality children's service that aims to promote the philosophy and goals of Curry Kids.
- Other duties as reasonably requested within the scope of the position.

Early Learning Centre Director must have a passion for working with children as well as strong leadership skills.

Safety: Ensure a safe environment and culture.

- Manage the Centre team to maintain a healthy and safe environment.
- Identify and address risks and non-compliance in the Centre to ensure the Centre implements actions to resolve and prevent the re-occurrence of incidents.



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- Manage and ensure Centre team follows Cloncurry Shire Council processes, policies, and procedures and complies with all legislation that applies to children, Centre team, and visitors.

Quality: Raise the quality of early learning.

- Ensure Curry Kids Early Learning Centre delivers on requirements of the NQF, including National Quality Standards (NQS), and compliance with laws, regulations, approved learning frameworks, and Curry Kids Early Learning Centre / Cloncurry Shire Council policies, procedures, and requirements.
- Ensure the Centre meets Curry Kids Early Learning Centre / Cloncurry Shire Council required standards and quality targets and actively works to be a leader in early learning and care provision.
- Use and implement the Curry Kids Early Learning Centre / Cloncurry Shire Council policies and procedures to ensure high-quality program and practice across the Centre.
- Authentically develop, implement, and review the Centre's Quality Improvement Plan (QIP).
- Collaborate with internal and external stakeholders to improve the quality of care for families and children.
- Deliver, embed, and promote a collaborative Statement of Philosophy and Centre Vision.

Business: Apply strong business and finance discipline.

- Develop and implement plans to ensure the Centre meets targets including but not limited to attendance, labour, debt, Centre contribution, family conversion, and retention.
- Ensure the Centre is competitive and viable and effectively managed to deliver a quality education program.
- Communicate Centre financial, operational, and workforce data to the Director Community Services and Economic Development and Cloncurry Shire Council and Centre team and collaborate to lead and develop appropriate action plans.
- Lead development, implementation, and review of the annual Centre plan.
- Ensure the Centre adheres to financial delegations.

People: Attract, retain, and engage great people.

- Lead, motivate, develop, and mentor the team to deliver outstanding results for children and families.
- Hold accountable and develop the Centre team by providing clear direction and goals, regularly providing feedback.
- Lead, motivate, and mentor the Centre team to deliver outstanding results for children and families.
- Recruit and retain the right people for the right role and proactively manage succession.
- Effectively manage staff performance issues.
- Reward and recognise team performance, seeking best practice examples to improve Centre team performance.

Partnerships: Create and maintain productive and purposeful relationships.

- Develop respectful and reciprocal relationships that respond to family needs and expectations within Curry Kids Early Learning Centre and Cloncurry Shire Council policies and procedures to deliver better outcomes for families and children.
- Actively plan to improve conversion and retention rates of families.
- Implement effective communication strategies to meet the needs of families.
- Lead and sustain collaborative internal and external partnerships and share best practice models.

Inclusion: Ensure access, active participation, and inclusion of all children and families.

- Lead the Centre's commitment to Cloncurry Shire Council inclusion goals and ensure access for all children and families.
- Ensure families and children especially those experiencing vulnerability can meaningfully participate within the program.
- Know and access available resources and services (internal and external) to support inclusion.

Change: Drive continuous improvement to realise Vision, Purpose, and Strategic Priorities.



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- Lead and communicate change initiatives so Curry Kids Early Learning Centre and Cloncurry Shire Council purpose and strategic priorities are adopted consistently throughout the Centre.
- Drive the continuous improvement agenda for the Centre, leveraging best practice examples to encourage appropriate innovation.
- Maintain currency of early years knowledge.
- Lead the continuous improvement agenda for the Centre.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Demonstrated knowledge and experience of administrative and financial management procedures required in a Child Care Centre.
- Well-developed knowledge of Early Years Learning Framework, National Quality Framework and Standards.
- Excellent people management and team building skills.
- Demonstrated ability to develop, plan and implement quality educational programs as set down by the National Quality Framework and Standards.
- Understanding of effective performance management and organisational change.
- Highly developed interpersonal, communication and conflict management skills particularly when dealing with employees and clients with varying levels of education and understanding.
- Demonstrated ability to promote social justice and equity by demonstrating attitude of acceptance and respect for all children and their families.
- Demonstrated ability to maintain accurate records such as observations, evaluations, and programs.
- Demonstrate well developed time management skills and the ability to perform with minimal supervision or direction.
- Working knowledge of workplace health and safety and risk management.

KEY SELECTION CRITERIA

Curry Kids Early Learning Centre Director must have a passion for working with children as well as strong leadership skills.

Key Deliverables

- Maintain a safe environment for children, families, team members, and all visitors.
- Ensure the Centre complies with the National Quality Framework (NQF) across all related areas.
- Manage Centre performance by applying strong business and financial discipline to meet targets and Assessment and ratings results.
- Actively ensure attracting, converting, and retaining families by effectively managing enrolment enquiries, Centre tours, and orientations, and building respectful and reciprocal relationships with children and families.
- Lead, mentor, and support Centre team members and use and implement the Cloncurry Code of Conduct, policies, and procedures to ensure they provide high-quality early learning and care that meets or exceeds the NQS.
- Provide professional development opportunities for team members to drive improved outcomes for employees, children, and families.
- Use internal and external networks to ensure children and families have access to appropriate support networks.
- Drive continuous improvement of the Centre.

Required Experience

- Experience in leadership with early years (ECE) in a similar role.
- Business management and achieving results.
- Leading teams and achieving targets.
- Knowledge of pedagogical leadership.



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- Substantial experience working with children and families in the early years.

Qualifications

- Bachelor of Early Childhood (as approved by ACECQA) with a minimum of three years' experience as a director of a leading early centre (desirable).
- Advanced Diploma of Community Sector Management (desirable).
- Business management qualification (desirable).
- Current First Aid Qualification in accordance with ACECQA guidelines.
- Open drivers' licence (if responsible for bus driving).

Checks

- Relevant Working with Children Check (Blue Card - Queensland).

Behavioural Standards

Professional Work Standards

- Demonstrate the highest levels of honesty and integrity.
- Model the expected standards of behaviour as described in Cloncurry Shire Council's Code of Conduct.
- Comply with Early Childhood Code of Ethics.

Accountability – Take responsibility for personal work outcomes.

- Hold self and Centre team accountable for their performance.
- Deliver a strong culture of professional performance.
- Actively find solutions to problems.

Interpersonal Skills

- Build and maintain meaningful relationships by adopting the most effective approach to deal with people and situations.
- Use effective communication methods to meet the needs of the audience and ensure mutual understanding.
- Demonstrate effective conflict resolution and crucial conversation skills.

Creativity & Innovation

- Look for ways to improve current work practice and processes.
- Encourage new ideas. Support the implementation of improved service models.
- Take responsibility for personal improvement and development.

Resilience

- Respond positively to changing circumstances and readily adapt behaviour to maintain effective performance.
- Recover from setbacks and overcome obstacles and impediments.
- Persist and focus on achieving Council's objectives.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- A current Police Clearance
- Hold and maintain an unrestricted C class driver's licence.
- AQF Diploma Children's Services or higher with a minimum three (3) years' experience;
- Current first aid certificate and anaphylaxis and asthma training;
- Current Positive Notice Blue Card.



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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines, or instructions.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011*("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

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

Name

Signature

Date