



## POSITION DESCRIPTION

<b>Position Title:</b>	Centre Director – Early Childhood Education and Care
<b>Department:</b>	Integrated Services
<b>Date:</b>	February 2021
<b>Reporting To:</b>	Children's Services Manager (Centre Based)
<b>Positions Reporting to this role:</b>	Early Childhood Teachers Qualified Early Childhood Educators Early Childhood Educators
<b>Internal Liaisons:</b>	ECEC staff, allied health professionals, health professionals, family day care staff, playgroup staff, business services staff, leadership team, children and families.
<b>External Liaisons:</b>	Community organisations, councils, community services, ACECQA, tertiary institutions and others as required.

### Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

### Purpose/Key Objectives

The role of the Director – Early Childhood Education and Care Centre is to lead, implement and evaluate an innovative and high quality early childhood program for children that reflects current theory and practice. The Director will co-ordinate and manage the day-to-day operations and the administration of the program area.

### Responsibilities:

#### 1. Compliance and Organisational Requirements

- Act as Nominated Supervisor in accordance with the Children (Education and Care Services) National Law (NSW).
- Actively participate in Directors and Integration meetings bringing innovative solutions to issues and identifying strategic directions.
- Coordinate with the Allied Health Team in the development and management of Individual Family Support Plans (IFSP) & Individual Educational Plans (IEP) for children.
- Act as a partner with the teachers and other Infants' Home staff.

- Organise and oversee Inclusion Development Fund Subsidy for an Additional Educator (IDFS) for children with additional needs.
- Ensure activities within the area of responsibility comply with:
  - National law and regulations
  - Work Health and Safety legislation
  - National Quality Standards
  - Early Years Learning Framework
  - Child Protection legislation
  - The Infants' Home vision, mission, policies, procedures and strategic goals

## **2. Children**

- Ensure processes support consultation with children with regards to their learning centre, and the decisions that will impact on them.
- Oversee the planning, implementation, monitoring and evaluation of programs for individual children and the group in consultation with the team, allied health professionals and with input of children and families/caregivers.
- Liaise with specialist staff and visiting professionals, to collaborate on the development of programs for children with additional needs.
- Supervise children's activities to ensure the safety of each child at all times.
- Promote a cross-cultural and anti-bias perspective in the Centre.
- Ensure that procedures are followed and a plan is made for each child's transition to and from Long Day Care, Family Day Care, or formal schooling.
- Develop and oversee the centre's behaviour management system and plan for the social-emotional growth of the enrolled children.
- Ensure the rights of all children are being met, and the centre reflects a diverse program which empowers all children.
- Ensure The Infants' Home Children's Charter is met.

## **3. Families**

- Liaise with families to ensure that programs continue to meet their child's needs and the needs of their family.
- Refer families to appropriate services within The Infants' Home and / or external services and liaise with these services as necessary.
- Work closely with parents to promote an understanding of growth and development of their child(ren).

## **4. Team Work**

- Provide effective guidance, mentoring and support for team members and assist them in developing skills for quality service provision.
- Develop a culture of enquiry, learning and community that is reflective of The Infants' Homes vision and values.
- Appraise staff performance; provide feedback and professional learning opportunities for staff in accordance with the policies of The Infants' Home.
- Ensure a culture of professionalism in maintaining good working relationships across an interdisciplinary team and ensure privacy and confidentiality is maintained at all times.

## **5. Administration**

- Keep records up to date as required by Licensing Regulations, National Quality Standard as well as The Infants' Home Policies and Procedures.
- Assist with the development, evaluation and implementation of policies and procedures.

- Participate in the development strategic plans for ECEC and the wider organisation where appropriate.
- Assist in the preparation of budgets in consultation with the manager, making appropriate recommendations and manage service financial responsibilities within approved levels.
- Liaise with management to ensure that all matters and procedures relating to government funding are complied with in accordance with appropriate guidelines and, where, applicable, submissions for funding to relevant authorities are made and funds applied in accordance with the relevant guidelines and approvals.

## **6. Risk Management**

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

## **7. General**

- Undertake other duties consistent with these responsibilities as specified by the Chief Executive Officer and / or the Governance Board.
- Collaborate with The Infants' Home Management as needed on projects or issues of mutual concern and / or benefit.
- Represent The Infants' Home to the community and general public on matters relating to the Centre.
- Attend and participate in meetings for The Infant Home, All Staff, 1/1 and Leadership.
- Foster relationships with outside agencies for continued development of The Infants' Home.

## **8. Professional Conduct**

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Be involved in regular performance appraisals and individual training plans
- Work at all times within the guidelines of policies and procedures of The Infants' Home
- Identify and attend relevant continuing education and professional development opportunities
- Keep abreast of current research relating to inclusive and integrated practice within child and family services
- Promote the understanding and application of diversity

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## **Essential Criteria**

### **Qualifications/Experience**

- University qualifications in Early Childhood Education recognised by ACECQA.
- Certified Supervisor in accordance with Children (Education and Care Services) National Law (NSW).
- Current accreditation as "Proficient Teacher" with the NSW Education Standards Authority (NESA).
- Current Senior First Aid Certificate which includes Asthma and Anaphylaxis training.
- Excellent understanding of and commitment to the Early Childhood Practice that is informed by the Early Years Learning Framework, Social Justice and Inclusive Practices.
- Experience in delivering inclusive early childhood programs and working with children and families with additional needs including vulnerable situations and culturally diverse backgrounds.
- Demonstrated experience in leading and managing a team.

**Knowledge, Skills and Attitude**

- Sound written and verbal communication skills.
- Knowledge of relevant legislative policies, standards and requirements applicable to the Early Childhood Industry.
- Regular participation in and a commitment to professional development

**Desirable Criteria**

- Knowledge of the National Quality Framework.
- Knowledge of social justice and inclusion and the implementation within ECEC settings.
- Previous attendance at short courses in Children’s Services related issues.

**Delegation of Duties**

- As determined by the Children’s Services Manager (Centre Based).
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I have read and agree to undertake the duties as outlined:

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Name

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Signature

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Date