



POSITION DESCRIPTION

Position Title	Centre Director – Early Childhood Education and Care
Department	Children's Services
Date	October 2025
Reporting To	Head of Children's Services
Direct Reports	• Early Childhood Educators • Qualified Early Childhood Educators • Early Childhood Teachers
Internal Liaisons	All staff, children and families.
External Liaisons	Community organisations, councils, community services, ACECQA, tertiary institutions and others as required.

Company Overview

The Infants' Home Child and Family Services is an integrated child and family hub, providing high-quality early childhood education and care, allied health and early intervention services for children and families. For over 150 years, the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future.

Purpose/Key Objectives

The role of the Centre Director is to lead, implement and evaluate an innovative and high-quality early childhood program for children that reflects current theory and practice. The Centre Director will coordinate and manage the day-to-day operations and the administration of the program area to ensure that quality and compliance is maintained, and child safety is prioritised.

As a member of The Infants' Home's Management Team, the Centre Director will lead by example, providing hands-on service delivery and educational leadership working alongside the team, for a portion of each working week.

Responsibilities

1. Compliance and Organisational Requirements

- Act as Nominated Supervisor in accordance with the Children (Education and Care Services) National Law (NSW).
- Maintain compliance with all legislation, regulations and organisational policies and procedures.
- Actively maintain the service's quality improvement plan and audit readiness.
- Actively participate in Directors', Nominated Supervisors, Management, and other 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.
- Organise and oversee Inclusion Development Fund Subsidy for an Additional Educator (IDFS) for children with additional needs.
- Supervise and prepare any reports necessary for students attending practicums in the service.

2. Children

- Uphold the Child Safe Standards to foster and maintain a secure environment for children, ensuring that all staff and visitors at the centre consistently prioritise child safety.
- Supervise children's activities to always ensure the safety of each child.
- Proactively risk assess environments, excursions and potential hazards.

- Ensure processes support consultation with children with regards to their learning 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.
- 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 *Practice Guide* is embedded across the service.

3. Families

- Liaise with families to ensure that programs continue to meet their child's needs and the needs of their family.
- Share knowledge with families about their child's development, learning and experiences.
- Ensure effective written and verbal communication is maintained and delivered in a professional and timely manner.
- 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. Staff

- Ensure staff rostering meets ratio and qualification requirements in line with utilisation.
- Provide effective guidance, mentoring and support for team members and assist them in developing skills for quality service provision.
- Appraise staff performance; provide feedback and professional learning opportunities for staff in accordance with the policies of The Infants' Home.
- Address and manage instances of underperformance, misconduct, or staff grievances.
- Ensure blocks of time are scheduled on the floor alongside the team to provide educational leadership, mentoring and on-the-floor coaching.
Ensure a culture of professionalism in maintaining good working relationships across an interdisciplinary team and ensure privacy and confidentiality is always maintained.
- Work with People and Culture team to recruit, onboard and support staff development.

5. Management & Administration

- Employ effective strategies to optimise utilisation.
- 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.
- Collaborate with Directors and the integrated team to plan a calendar of activities, incursions, excursions, integrated groups, and events.
- 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.

- Develop or contribute to report as required by the Head of Children's Services and/or the Chief Executive Officer (CEO).

6. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with legislation, including but is not limited to:

- National law and regulations
- Work Health and Safety legislation
- National Quality Standards (NQS)
- National Quality Framework (NQF)
- Early Years Learning Framework
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures and strategic goals
- Legislation (federal, state and territory laws)
- Industrial instruments
- Common law
- NSW Workers Compensation Act 1987
- Workplace Injury Management and Workers Compensation Act 1998
- Long Service Leave Act 1955
- Privacy Law

7. Professional Conduct

- Exercise due care, skill and judgement and always act in accordance with applicable professional ethics, principles, legislation, and standards.
- Be involved in regular performance appraisals, self-reflection, and individual training plans.
- Work within The Infants' Home integration model.
- Promote the understanding and application of integrity, inclusion, partnership, excellence, discovery, and diversity.

8. 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 Work Health and Safety requirements are met.
- Identify risks and report them in a timely manner.

9. General

- Keep abreast of current research relating to inclusive and integrated practice within child and family services.
- Identify and attend relevant continuing education and professional development opportunities.
- Attend and participate in meetings, events, and information sessions.
- Actively contribute to management meetings and collaborate with other managers as needed on projects or issues that are mutually beneficial or of shared concern to The Infants' Home.
- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Head of Children's Services and/or the CEO.
- The Infants' Home reserves the right to add or amend your duties and responsibilities in accordance with changing circumstances and operational needs within the boundaries of your skill and competence. Any such changes may be reflected in changes to your Position Description made at the discretion of The Infants' Home.

Essential Criteria

- An ACECQA approved tertiary qualification in early childhood teaching is preferred, however, candidates with an ACECQA approved diploma qualification and relevant experience will also be considered.
- Certified Supervisor in accordance with Children (Education and Care Services) National Law (NSW).
- Current teacher registration / accreditation approved by NSW Education Standards Authority (NESA).
- Completion of an approved child protection training unit/course (CHCPRT001 or CHCPRT025).

- Current First Aid Certificate (HLTAID012)
- Food Handler Basics 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.
- Proven experience in leading and managing a team.
- Strong written and verbal communication skills.
- Knowledge of relevant legislative policies, standards and requirements applicable to the early childhood industry.
- Knowledge of the National Quality Framework.
- Knowledge of social justice and inclusion and the implementation within early childhood education and care settings.
- Previous attendance at short courses in early childhood related issues (*desirable*).

Please note, all employees at The Infants' Home are required to hold valid working rights in Australia and a current NSW Working With Children Check.

I have read and agree to undertake the duties as outlined:

Name

Signature

Date