

POSITION DESCRIPTION



Smart growth. Empowered communities. Creating opportunities.

Position Title: Centre Director	
Business Unit: Corporate and Community	Classification/Grade: Band 3 Level 3
Position No:	Reports to:
Location: Jerilderie Early Learning Centre	Positions reporting directly to this position: Early Child Care Educators, Room Leader, Trainee Educators, Administration, Cook.

Primary Purpose of the Position

The primary purpose of the Centre Director is delivering a range of children's and family services to the community including long day care, preschool, family day care and early intervention. This position is responsible for leading a team, and managing the day to day running of early education and care service, and ensuring the provision of a high quality program.

The position of Centre Director has a legal obligation as the Nominated Supervisor of the service to ensure full compliance with the Education and Care Services National Regulations and Education and Care Services National Law and the National Quality Standards, as set by the Australian Children's Education and Care Quality Authority (ACECQA), and to ensure compliance with all policies and procedures of Murrumbidgee Council.

The Centre Director is responsible for overseeing the provision of a professional and developmentally sound environment that is safe, nurturing and culturally relevant. The program must be regularly evaluated to make sure it meets the social, emotional, physical, sensory, creative, cognitive and language development needs of all children. As the 'Educational Leader' of the service, this position is also responsible for guiding other educators in the team in their planning and reflection, and mentoring colleagues in their implementation practices.

The position also involves maintaining written records and documentation on each child's development, rostering the staffing requirements of the service, maintaining the centre budget, developing reports for management, regular attending management meetings, regularly liaising with parents and community stakeholders, and other administrative or project tasks as required. The Centre Director is also the Safety Advocate Chief Fire Warden and Nominated First Aider for the service.

Roles & Responsibilities

The **Centre Director** is directly responsible for the following roles and responsibilities:

1. Plan and deliver a high quality educational program in consultation with key staff in line with early childhood education theory and the Early Years Learning Framework
2. Observe, interpret and evaluate observations and maintain individual records - ensuring interpreted observations are evaluated according to early childhood theory and practice.
3. Create a learning environment that is culturally appropriate and responsive to all children's developmental needs and interests
4. Organise staff deployment - ensuring the daily routine is flexible and responsive to the changing environment
5. Refer, liaise and co-operate with appropriate specialist staff in relation to children's individual needs
6. Support staff in their programming for groups and individual children
7. Undertake performance reviews annually with staff and provide support and guidance in identifying training needs
8. Utilise child development knowledge to guide and support parents in decisions regarding their child's development and also provide parents with information in relation to the local community and available support services
9. Ensure effective verbal and written communication with stakeholders at all times
10. Employ effective strategies to maintain service utilisation
11. Ensure the service operates within the allocated service budget, with regular tracking of all line items in the service budget as well as monthly budget reviews to ensure accuracy and viability
12. Ensure all purchasing for the centre is in accordance with Council policy and procedures, and in line with delegations for administration, policy and compliance
13. Review and maintain compliance with all rules, regulations, acts, policies and procedures as specified by government authorities and council (eg the centre's licence, receipt of financial assistance)
14. Establish, maintain, update and ensure compliance and familiarisation of staff with regard to all policies and procedures.
15. Complete all regulatory and Council requirements, e.g. Quality Improvement Plan (QIP) as required by the Australian Children's Education and Care Quality Authority (ACECQA)
16. Supervise students and volunteers and prepare any necessary reports
17. Participate in improvement projects as directed by management, as required
18. Comply with the requirements of Council's Work Health and Safety Management System (WHSMS) and fulfill relevant WHS responsibilities
19. Other duties within the skills, competencies and classification of the role as directed by the General Manager

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's values of *'Trust, Honesty, Respect & Teamwork'*.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- Comply with statutory and Council's WH&S Management System, WH&S policies, procedures, and work instructions.
- Where applicable comply with Council delegation levels.
- Conduct all duties in accordance with the Council's Code of conduct, plans policies, and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:

- Responsible for the completion of work requiring the application of trades, administrative or technical skills.

Judgement and problem solving:

- Skills in assessing situations and in determining processes, tools, and solutions to problems. Guidance is available.

Specialist knowledge and skills:

- Positions will have demonstrated competence in a number of key skill areas related to major elements of the job.

Management skills:

- Positions may require skills in the supervision or coordination of small groups. Interpersonal skills: Communication skills to explain situations or advise others.

Interpersonal skills:

- Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.

Qualifications and experience:

- Appropriate work-related trade, technical or administrative qualifications, or specialist skills training.

Qualifications & Experience

- Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), *or*: Diploma of Early Childhood Education and Care (or equivalent)
- Sound knowledge and implementation of the Early Years Learning Framework (EYLF) & National Quality Framework (NQF)
- Valid Working With Children Check
- Current First Aid Certificate
- Excellent written and verbal communication and computer skills
- Current *Provide an Emergency First Aid response in an Education and Care Setting* qualification
- Current ACECQA approved Anaphylaxis and emergency asthma management training
- Accredited Child Protection training
- Demonstrated ability to build constructive and genuine working and community relationships
- A strong ability to lead, inspire, motivate and maintain a positive culture within our centre
- Ability to plan and implement a quality, educational and child based program in line with our standards

Desirable Qualifications & Experience

- Minimum 2 years working as a Centre Director of either a preschool or a long day care service
- Knowledge of local government

Authorisation:

Prepared By:	GM/HR	Date Issued:	May 2024
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.