

POSITION DESCRIPTION



Nominated Supervisor

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| Position Title: | Director / Nominated Supervisor |
| Responsible to: | Approved Provider - Parent Management Committee |
| Date: | 1.7.2021 |
| Staff reporting to this position: | Teacher(s), Diploma trained and Certificate III trained Educators, support workers and administrative staff. |
| Qualifications: | Diploma of Children Services or above |
| Other Requirements: | <ul style="list-style-type: none"> <input type="checkbox"/> Current First Aid Certificate, Anaphylaxis Management and Emergency Asthma Management training <input type="checkbox"/> Clear Working With Children Check <input type="checkbox"/> Approved child protection training certificate <input type="checkbox"/> Acceptance of role of nominated supervisor and responsible person under the Children (Education and Care Services national Law Application) Bill 2010 and Education and Care Services National Regulations. <input type="checkbox"/> Be 18 years or older <input type="checkbox"/> Have adequate knowledge and understanding of the provision of education and care to children <input type="checkbox"/> Have an ability to effectively supervise and manage an education and care service. |
| Award/Agreement: | Children Services Award 2010 or Educational Services (Teachers) Award |

Job Summary

The Nominated Supervisor is responsible for managing all day to day aspects of the service's operations and to provide leadership ensuring high quality education and care provision.

The Nominated Supervisor is responsible for:

- ☐ Educational programs
- ☐ Administration of medication
- ☐ Supervision and safety of children
- ☐ Entry to and exit from the premises
- ☐ Prescription and non-prescription drugs and alcohol



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- ☐ Sleep and rest
- ☐ Excursions
- ☐ Staffing
- ☐ Food and beverages
- ☐ Overseeing physical facilities
- ☐ Recruiting and monitoring staff and managing the overall image of the centre: and
- ☐ Developing relationships that support and partner with families.

They are also responsible to ensure compliance with all relevant laws and educational frameworks governing child care, and manage the financial affairs of the child care facility alongside the Approved Provider.

Accountabilities and Key Performance Indicators (KPIs)

Education and Care of Children

- ☐ Act as a professional, responsive and effective liaison point for parents focusing on positive and reciprocal relationships with families keeping them informed of service management decisions.
- ☐ Provide inspirational and professional leadership to build a culture of staff engagement and teamwork.
- ☐ Ensure program and interactions ensure rights of children are upheld and child protection is paramount.
- ☐ Develop and maintain a learning community within the service where there is a culture of reflective practice and ongoing learning to drive quality and continuous improvement.
- ☐ Build and develop a leadership team within the service to develop, deliver and monitor quality curriculum consistent with the EYLF and NQS.
- ☐ Act as a change agent and effectively lead and manage change.
- ☐ Build positive relationships with local service providers and provide pathways for integrated service delivery where possible.
- ☐ Effectively foster relationships that build the profile of the service within the wider community and with strategic stakeholders.
- ☐ Maintain effective communication channels with your Approved Provider and participate in regular professional supervision.
- ☐ Communicate organisational messages clearly and consistently with the team.



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- ☐ Work in collaboration with the Educational Leader to oversee the development, implementation and reflection of a high quality early childhood education and care program for all enrolled children that is consistent with:
 - The service philosophy, policies and procedures
 - The National Quality Standards
 - Early Years Learning Framework
 - My Time, Our Place.
- ☐ Ensure and report on service compliance with the Education and Care Services National Regulations, Education and Care Services National Law and National Quality Standards including:
 - Any relevant notifications required to be made to regulatory body
 - Informing Management Committee of all notifications or near miss events
 - Develop and maintain a Quality Improvement plan, including continual self assessment of service against the National Regulations, National Law and National Quality Standards, including gaining staff and parent feedback regularly
 - Leading the service through the Assessment and Rating process including any appeals or feedback opportunities
- ☐ Actively participate in Leadership Group meetings and activities for example Northern Rivers Preschool Alliance
- ☐ Attend and contribute to family team meetings with support providers as needed

Staff Management

- ☐ Manage staff recruitment.
- ☐ Develop and implement staff orientation program ensuring familiarisation with all policies and procedures.
- ☐ Implement cost effective staff rosters that ensure ratio and qualification compliance. Monitor and manage staff performance inclusive of:
 - probationary assessment
 - annual performance appraisal
 - individual learning and development plans for all staff.



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- ☐ Actively participate in performance appraisal process and continuing professional development planning.
- ☐ Monitor and manage under performance.
- ☐ Support trainees (Diploma and/or Certificate III) study and assist their progress.
- ☐ Ensure staff have a working knowledge of the Regulations and NQF and meet these guidelines in their work practices.
- ☐ Contribute positively and effectively to the team environment.

Administrative Management

- ☐ Manage and monitor budgetary and administrative functions of the service ensuring regulatory and organisational compliance.
- ☐ Provide ongoing support and assistance to the management committee in all areas of administrative procedures, curriculum development and training, and any other areas as the need arises.
- ☐ Development of effective strategies to monitor and ensure utilization is sustainable and strong.
- ☐ Effective monitoring of children's attendance patterns through the service.
- ☐ Undertake utilisation and maintenance reporting and provide operational report to the Approved Provider as per schedule.
- ☐ Ensure the Approved Provider is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service.
- ☐ Participate in the preparation of the annual & quarterly budget and provide information and guidance to the Approved Provider on budget preparation and allocation.
- ☐ Be aware of and develop skills relating to administrative functions of the service.
- ☐ Ensure effective enrolment procedures and bookings.
- ☐ Implement and monitor and review risk management plans
- ☐ Apply for Disability Inclusion Funding on a case by case basis

Collaboration with Families, Professionals and the Community

- ☐ Promote clear communication between the Approved Provider and staff and families.
- ☐ Demonstrate respect for family's child rearing practices, beliefs and their role as the child's first teacher.
- ☐ Ensure parents are appropriately informed and consulted with, about the care of their children.
- ☐ Build and maintain professional, inclusive and positive relationships with families of the service.
- ☐ Always ensure professional communication with families and act as a resource to support not only the child but the whole family.
- ☐ Draw on the knowledge and experience of families to support their children's learning.
- ☐ Lead and engage positively in the orientation, enrolment and transition processes for families and children.



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- ☐ Support families to access inclusion support and assistance.
- ☐ Engage in shared decision making with families and evaluation of service performance.
- ☐ Actively support the organisation's philosophy, policies and procedures and positively represent the organisation to external contacts at all opportunities.
- ☐ Actively participate in and contribute to cross-organisation projects and activities which may also include the marketing of the service to government and other agencies.
- ☐ Demonstrate the service's code of conduct/code of ethics in all interactions and relationships when representing the service.
- ☐ Attend management committee meetings and hall committee meetings and contribute reporting and data collection to present at these meetings as necessary.
- ☐ Maintain the Privacy policy with regards to children, families and educators at all times.
- ☐ Engage in professional conversations with other professionals as is appropriate.
- ☐ Understand processes to access additional funding and subsidies and represent the organisation in grant applications and funding documents.
- ☐ Reflect and respond accordingly to high levels of feedback from colleagues, families and external stakeholders.
- ☐ Build effective networks with early childhood practitioners within the local area and other relevant community organisations and government agencies.
- ☐ Build social capital by promoting community participation in decision making.
- ☐ Manage events and experiences with children which promote awareness of our community and reflect child-centred learning.
- ☐ Lead the service in advocacy for children and their families.
- ☐ Ensure students on placement are positively welcomed, supported and effectively supervised.

Workplace Health and Safety (WHS)

- ☐ Work in a manner that does not pose a risk to self or others.
- ☐ Ensure a safe and healthy work environment at all times.
- ☐ Act immediately on any safety issues that relate to the working environment of the service.
- ☐ Understand, implement and monitor effective WHS practices in accordance with regulations, legislation and service policy.
- ☐ Resource an environment for children which:
 - Has appropriate equipment that helps the team to maintain the aesthetics,
 - Has equipment that is repaired and maintained in a timely manner,
 - Ensures the service strives towards environmental sustainability in all areas.



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- ☐ Ensure the service's Child Protection Policy is implemented, and
 - Assist the management committee to comply with child protection in the workplace,
 - Inform and assist the Approved Provider of any allegations or convictions of a child protection nature against any other employees, of which you become aware,
 - Ensure your compliance as a mandated reporter,
 - Ensure the recruitment process includes compliance with the Working with Children Check Guidelines,
 - Ensure the Management Committee is aware of their obligation to ensure the clearance of the Nominated Supervisor's working with children check as per the service policy.
- ☐ Follow Service guidelines in providing a safe environment for children and staff including conducting daily and monthly workplace inspections and risk assessments and as per schedule. This includes opening / closing checklist, toys and equipment cleaning checklist and safe building checks.
- ☐ Understand, implement and review emergency management procedures as required.
- ☐ Ensure the Service's duty of care to children and their families is strictly maintained.
- ☐ Ensure all staff are aware and respond positively and consistently to children's additional needs/ requirements – including medical and developmental conditions.
- ☐ Maintain educator-to-child ratios and qualifications at all times.
- ☐ Implement the organisation's Work Health and Safety policy in accordance with regulations, legislation and service policy:
 - Ensure policies and procedures are implemented as per the Workplace Health and Safety Injury Management System;
 - Investigate workplace hazards and ensure corrective actions are implemented;
 - Ensure areas of responsibility comply with WHS legislation and injury management policies and procedures;
 - Provide a consultative process for communication of WHS information allowing employee input into WHS issues;
 - Ensure standard work place instructions are reviewed annually;
 - Provide advice and assistance on WHS issues within the service and ensure workplace inspections are carried out as per policy;
 - Monitor contractor performance within service; and
 - Report WHS achievements and activities as required and keep all necessary record keeping.
- ☐ Ensure staff are appropriately trained to meet the WHS requirements of their position and the service.

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Professional Conduct & Learning

- ☐ Work within the National Quality Framework, the Early Childhood Australia Code of Ethics, the Service philosophy, policies and procedures.
- ☐ Consistently contribute as an effective Leader
- ☐ Maintain awareness of contemporary Education and Care practice to inform quality service delivery.
- ☐ Actively participate in performance appraisal process, both as a leader and as an employee.
- ☐ Engage in reflective practice and ongoing professional learning.
- ☐ Develop, assist, attend and contribute to family meetings, staff meetings, educational leader meetings and other whole of staff professional learning events.
- ☐ Undertake First Aid training (including training in Anaphylaxis Management and Emergency Asthma Management).
- ☐ Undertake approved Child Protection training.

Key Internal and External Stakeholders

| Stakeholder | Purpose of Communication |
|-----------------|--|
| Students | <ul style="list-style-type: none"> <input type="checkbox"/> Protect children and their rights. <input type="checkbox"/> Form relationships with children which are comforting and nurturing. <input type="checkbox"/> Ensure that staff are providing a supportive educational environment. |
| Parents | <ul style="list-style-type: none"> <input type="checkbox"/> Develop and maintain positive relationships with families. <input type="checkbox"/> Share information with families relating to their child and the daily activities of the Service. <input type="checkbox"/> Create a safe, supportive and informative environment for families. <input type="checkbox"/> Act as a resource person for families. |
| Staff | <ul style="list-style-type: none"> <input type="checkbox"/> Provide leadership to effectively contribute to a team environment to ensure the effective running of the centre. <input type="checkbox"/> Support and supervise all centre staff to ensure daily organisation of staff. <input type="checkbox"/> Lead, guide and support staff to create a safe, supportive, stimulating and educational environment for the children. <input type="checkbox"/> Build positive relationships and provide pathways for integrated service delivery where possible. |



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Selection Criteria

Qualifications

- ☐ Be 18 years or over.
- ☐ Desirable to have Diploma or Bachelor qualification in accordance with ACECQA Approved Early Childhood Teaching Qualifications List found at: www.acecqa.gov.au/qualifications/nqf-approved
- ☐ Desirable to have a post graduate/tertiary qualifications in leadership.
- ☐ A willingness to be appointed as a Nominated Supervisor
- ☐ Working with Children Check
- ☐ National Police Clearance (no older than six months from commencement date) (State Relevant).
- ☐ ACECQA approved First Aid Qualification that includes first aid, emergency asthma management and anaphylaxis management.
- ☐ Child Protection Qualification approved by State Regulatory Body.
- ☐ A suitable compliance history – see www.acecqa.gov.au/media/23791 for a sample template.
- ☐ Child protection qualification approved by the relevant State Regulatory body.

Experience

- ☐ Thorough and in-depth knowledge of the:
 - Early Years Learning Framework (Birth-5 aged care)
 - National Quality Standards
 - Education and Care Services National Regulations
 - Education and Care National Law
 - My Place, My Time (School aged care).
- ☐ Experience in a management position or assistant management position in early childhood settings and evidence of providing inspirational and decisive leadership.
- ☐ Thorough knowledge of early childhood education and care centre administrative functions.
- ☐ Knowledge of Workplace Safety & Health.



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Capabilities

- ☐ Highly developed communication, interpersonal and team development skills.
- ☐ Ability to lead the team in pedagogical matters including curriculum planning and professional development.
- ☐ Ability to develop, implement and evaluate policies and procedures.
- ☐ Computer literacy (MS Office Suite)
- ☐ Industry specific operating systems - experience desirable (ECCMS system)