



## DIRECTOR/NOMINATED SUPERVISOR (NON-TEACHING)

Position Title:	Service Director and Nominated Supervisor
Responsible to:	St Francis of Assisi Principal Mrs Jennyne Wilkinson
Qualification:	A relevant Degree or a 3 or 4 years Early Childhood Education qualification, or an AQF Advanced Diploma, or a Diploma in Children’s Services or Out-of-Hours Care; or is otherwise a person possessing such experience, or holding such qualifications deemed by the employer or the relevant legislation to be appropriate or required for the position, and who is appointed as the director of a service.
Other requirements:	<ul style="list-style-type: none"> <li>• Acceptance of person in day to day charge (if relevant)</li> <li>• Child Protection Qualification</li> <li>• Current First Aid, Anaphylaxis and Asthma Management Training</li> <li>• Clear Working with Children Check</li> <li>• Current Accreditation</li> </ul>
Award / Agreement:	Educational Services (Teachers) Award 2010 OR Children’s Services Award 2010

Position descriptions for our service are developed in line with the National Quality Standards. They list the expectations for individuals according to specific qualifications and roles. Further, each individual’s competency will be measured with the following considerations

- The level of qualification the individual has obtained
- The time of service an individual has had within the sector
- Previous roles an individual has held within this sector
- Additional training undertaken by an individual either formally or informally

### POSITION SUMMARY

As the Director and Nominated Supervisor, you are expected to oversee the operations of the service, lead, guide, and support a team which provides high quality early childhood education and care to children. They are responsible and accountable for the overall operations of the service including management, administration and staffing.

This includes:



- Developing relationships that support and partner with families;
- Ensuring the service is compliant with the Education and Care Services National Law and Regulations and other relevant legislation;
- Ensuring that the policies of the organisation are implemented;
- Ensuring the organisation's Quality Improvement Plan is implemented and that the organisation works towards exceeding the National Quality Standard for Early Education and Care; and
- Ensuring that the service and staff acts on the organisation's commitment to continuous improvement wherever possible.

## GENERAL RESPONSIBILITIES

- To work in accordance with the requirements of the Children (Education and Care Services National Law and Regulations) and the National Quality Standard for Early Education and Care;
- Working in accordance with the ECA? Code of Ethics;
- Working in accordance with the services Code of Conduct;
- To ensure that all relevant legal and statutory requirements are monitored, complied with and implemented
- To be the responsible person in charge of the service and in absence ensure that another responsible person (as defined by the National law) is in charge of the service;
- To implement and uphold the services' philosophy in undertaking all other duties
- To comply with the policies and procedures of the organisation; and
- Provide ongoing support and assistance to the approved provider/management committee in all areas of administrative procedures, curriculum development, parent and community liaison, staff professional development and training, and any other areas as the need arises or as otherwise directed.
- Maintain and uphold Workplace Health and Safety;
- Maintain and uphold privacy and confidentiality;
- Ensure ongoing support and assistance to other staff in all areas of service operation is provided;
- Sound understanding of funding availability and application requirements;
- Lead, guide and support a team which provides high quality early childhood education and care;
- Keep up to date with relevant industry changes and trends;
- Sound knowledge and understanding of the Early Years Learning Framework and the National Quality Standards
- Ensure you have a sound understanding of expectations outlined in this document to enable work performance to be executed according to our service standards; and
- Undertake other duties requested by the approved provider/management committee.