



## POSITION DESCRIPTION

Position Title	Director Boori Preschool (Nominated Supervisor)
Reporting To	PSP Manager – Specialist Support Services

### PURPOSE OF THE POSITION

The Director of Boori Preschool is responsible coordinating, supervising and managing the day-to-day operations of centre and managing all activities within the service in an efficient and effective manner.

The Director of Boori Preschool is also responsible for providing leadership, guidance and support to Educators in order to provide holistic, high quality early childhood education and care for children and their families.

### KEY RESPONSIBILITIES & DUTIES

- Manage and administer the day-to-day operations of Boori Preschool including its promotion to achieve maximum utilisation.
- Ensure the service complies with current requirements of the National Quality Framework, Education and Care Services National Law and Regulation.
- Implement and document effective administration procedures for Boori Preschool including placement of children, assessment of educators, management of child enrolments and review and approve educator's time sheets and leave on the HR/Payroll system.
- Develop and supervise the planning, implementation and evaluation of early childhood programs reflecting the Early Years Learning Framework (EYLF)
- Provide support, leadership and supervision to all educators in the service.
- Monitor and record the quality of service provision, safety procedures and compliance with licencing, statutory requirements and controlling bodies, ensuring the Quality Improvement Plan is implemented and continually updated.
- Provide appropriate support and referral according to the needs of children, educators and families.
- Develop positive channels of communication to ensure the smooth running of the service amongst all educators and maintain ongoing communication with educators, parents and caregivers.
- Actively interact with children at the centre and develop strong relationships ensuring that a warm, nurturing and positive approach is taken to their development, and that their individual needs are accommodated and respected at all times.
- Work closely with Accounts Staff and PSP Management to inform of new enrolments, relevant paperwork and preschool fees.
- Participate in and manage the preparation of the annual budget, providing information and guidance to the CEO and management team on budget preparation and allocation.
- Develop a sound knowledge of all funding received and ability to report on required accountability, understanding the process to access additional funding or subsidies.

- Submit regular reports to the CEO and Management team on the operation of the service providing ongoing support in all areas of administrative procedures, curriculum development and training, and any other areas as the need arises.
- Respond appropriately and communicate any child protection issues, concerns, risks or non-compliance in the centre with Management, Team the CEO and where applicable, Family and Community Services (FCS) as soon as you become aware.
- Ensure the CEO and Management Team are informed of any problem arising, which could affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service.
- Comply with all SCMSAC Policies and Procedures.
- Other duties as reasonably directed by the CEO, PSP Executive Officer or Supervisor.

### Responsibilities under the National Quality Standard

- Educational Program and Practice – Ensure that educational program and practice is stimulating and engaging, and enhances children’s learning and development.
- Children’s Health and Safety – Safeguard and promote children’s health and safety, minimise risks and protect children from harm, injury and infection and ensure appropriate staff to child ratio’s are maintained.
- Physical Environment – Ensure that the physical environment is safe, suitable and provides a rich and diverse range of experiences that promote children’s learning and development.
- Staffing Arrangements – Ensure the provision of qualified and experienced educators, coordinators and nominates supervisors are able to develop warm, respectful relationships with children, create safe and predictable environments and encourage children’s active engagement in the learning program.
- Relationships with Children – Promote relationships with children that are responsive, respectful and promote children’s sense of security and belonging.
- Collaborative partnerships with families and communities – Recognise that collaborative relationships with families are fundamental to achieving quality outcomes for children and that community partnerships are based on active communication, consultation, and collaboration are also essential.

### KEY PERFORMANCE AREAS

- Educational programs are implemented in line with EYLF and National Quality Framework.
- Prompt reporting of any risks, concerns or non-compliance to the Nominated Supervisor, management Team and the CEO.
- Compliance with all policies, procedures and regulatory requirements
- Roster to ensure correct child to educator ratios are maintained at all times.
- All documentation of children’s development, learning program and children’s daily information are up to date and of high quality.
- Educator’s documentation are accurate and up to date.

## KEY COMPETENCIES

### Qualifications, Knowledge and Experience

#### Essential

- Bachelor of Education (Early Childhood Education) or Bachelor of Teaching (Early Childhood).
- Previous experience as a Director or Nominated Supervisor of a Preschool, or experience in a similar role with management exposure.
- Experience working with children 0-5 years.
- Current Senior First Aid Certificate, Anaphylaxis, Asthma Management Certificates.
- Understanding of the National Quality Framework and Standard, and the National Early Years Learning Framework (EYLF).
- Completion of an approved Child Protection Course.
- An understanding and knowledge of Aboriginal Culture.
- Proficient computer literacy including the use of all Microsoft Office Applications.
- Personal organisation skills including administration skills, time management and ability to prioritise competing demands.
- Current Working with Children Check and Clear National Police History Check.
- Current Driver's Licence.

#### Desirable

- \*Aboriginality.
- Vocational qualification in Frontline Management.

### PERSONAL QUALITIES AND ATTRIBUTES

- High level of interpersonal skills, ability to communicate effectively with colleagues, children and families.
- Demonstrates creativity, initiative and flexibility in the workplace.
- Effective conflict resolution skills, negotiation, mediation and decision making skills.
- Possess and demonstrate a high level of empathy.
- Demonstrates a high level of resilience.

## RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day-to-day requests for support and information from the Director relating to Boori Preschool.
SCMSAC Executive Officer PSP	The Director may receive guidance and direction from the Executive Officer PSP.
PSP Manager Specialist Support Services	PSP Manager Specialist Support Services is the first point of contact for the overall direction of work and will provide support to the Director.
SCMSAC Early Childhood Educators	The Director will interact closely with other Early Childhood Educators at Boori to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
Children and Families	The Director will develop and maintain caring, supportive, professional relationships with children of the services and their families and caregivers, ensuring professional boundaries are established and maintained.

## FINANCIAL DELEGATION

This role may encompass a Financial Delegation, being the authority to approve expenditures or enter into financial commitments on behalf of SCMSAC. It is a responsibility of this role to operate within SCMSAC policy, delegations and guidelines when approving expenditures and entering into financial commitments. For more information see GUI-GOV-00-Delegation of Authority-007.docx which can be found on SharePoint.

## EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed and approved on behalf of SCMSAC

\_\_\_\_\_  
Date

*\*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*