



CCC
EARLY LEARNING CENTRE

JOB DESCRIPTION
DIRECTOR
EARLY LEARNING CENTRE

Caring Supportive Nurturing



JOB DESCRIPTION

- Qualifications:** Minimum three year trained Early Childhood
Working with Children Blue Card
Current first Aid Certificate, Asthma & Anaphylaxis Certification
- Purpose:** To manage the day-to day activities of the Centre and generate and maintain an environment that meets the needs of nurturing and educating the children in the Early Learning Program.
- Accountability:** Business Manager, with a Responsible Reporting Duty to the Principal
- Relates to:** Children, Families, Students, Business Manager and Principal.
- Salary:** As per contract.
- Hours of Work:** Full time position.
- Attributes:** These are generally personal in nature and reflect the desired attributes of staff:
- To act always in a manner consistent with the College ethos
 - Demonstrate an ability to maintain vision and strive for goals
 - Exercise leadership by acting with integrity, loyalty, honesty.
 - Demonstrate a level of commitment to maintain personal professional knowledge and skills
 - Maintain confidentiality
 - Demonstrate sound organizational and administrative skills.
 - Demonstrate sound interpersonal, communication and writing skills.
 - A sound understanding of early childhood behaviour and development.
- Responsibilities:** Provided below are the primary responsibilities for this position and attention should be given to maintaining these as a priority with this role. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable.

Responsibilities described in the Position Description will be reviewed annually.

- To comply with the philosophy, vision, mission and policies of the Early Learning Centre and the College
- To supervise the programs and the quality of care that the Early Learning Centre provides;
 - Supervise the planning and evaluation of the Program
 - Implement strategies for the improvement in the quality of service
 - Meet with staff to plan and discuss programs and evaluations
 - Organize meetings (Internal ELC, Accreditation, staff retreat, in-service training)
 - Supervise health, hygiene and safety matters
 - Supervise staff interactions with children
 - Regularly evaluate the program using observations and information from parents and staff
 - Ensure staff adopt culturally diverse approaches to programming
 - Ensure staff prepare and present developmentally appropriate environments and experiences
 - Involve parents as partners in the planning and implementation process
- To maintain procedures, policies and practices:
 - To adhere to appropriate risk management strategies, e.g. Workplace Health and Safety and take necessary action to ensure children's supervision, health and safety
 - Make these documents available to parents and staff
 - Regularly review and update documents
 - Invite comments and contributions to the updating of policies and procedure documents
 - Liaise with the Business Manager regarding Quality Assurance procedures in gaining and maintaining Accreditation
- To establish a process of recruitment, orientation and support of staff:
 - Provide an induction program for new staff and in-service training for new and existing staff in relation to;
 - The philosophy of the centre
 - Policies, practices and procedures
 - Methods of program planning and implementation
 - Provide staff support and positively encourage staff in performing their duties
 - Establish and foster communication between staff in order to build a committed and united team. Acknowledge all staff contributions
 - Co-ordinate staff and arrange suitable replacements, when there are absences

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- To identify and assist in meeting in-service training needs of staff:
 - The Director will assist staff in identifying their training needs and provide opportunities for professional development
 - Advise staff of relevant workshops available
 - Plan and carry out regular staff meetings
 - Encourage staff to participate in professional development programs, seminars and other available sources
 - Meet individually with staff for annual review
 - To establish and maintain effective communication systems with staff and parents:
 - The Director will establish formal and informal processes of communication and information exchange with staff and parents
 - The Director will periodically review the enrolment and orientation process for families
 - Submit newsletter articles on a monthly basis
 - Contribute to the CCC yearbook
 - Arrange interviews with families and staff when requested/required
 - Demonstrate discretion in relation to sensitive information regarding children parents and /or staff
 - Financial Management
 - Operate the centre in a cost-effective way
 - Order supplies and equipment as required
 - Record all financial transactions
 - Maintain Records
 - The Director will maintain records, observations and information in accordance with the Child Care Act and regulations
 - Prepare and maintain necessary administrative records as required by the relevant government bodies and the College
 - Manage resources
 - Maintain adequate resources and equipment to meet the needs of the children in the program
 - Ensure all new resources are catalogued and bar coded
 - Arrange for repair and maintenance of resources and equipment as needed
 - Conduct an annual inventory
 - To liaise with the School Aged Care (SAC) Co-ordinator to:
 - Provide consistent care for all children
 - Co-ordinate planning and timetabling of shared play areas
 - Provide competent staff & management of staffing rosters
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- Maintain a consistent standard of quality care within both the ELC & SAC programs that complies with all requirements and standards within the NCAC framework

Reference Documents:

- Pastoral Care Policy and Procedures (College Policy)
- Workplace Health and Safety Manual (College)
- 40.1 Educational Program & Practice Policy & Procedures
- 40.2 Health & Safety Policy & Procedures
- 40.3 Physical Environment Policy & Procedures
- 40.4 Staffing Policy & Procedures
- 40.5 Relationships with Children Policy & Procedures
- 40.6 Collaborative Partnerships Policy & Procedures
- 40.7 Leadership & Management Policy & Procedures

Appraisal & Review:

Based on performance of responsibilities as listed above and will be undertaken by the Principal after 6 months, then annually after that.

To apply please download the application or contact us at:

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Email: admin@ccc.qld.edu.au

