**DIRECTOR**

**(Nominated Supervisor)**

NATIONAL QUALITY STANDARD (NQS)

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|  QUALITY AREA 7: GOVERNANCE AND LEADERSHIP |
| *7.1* | *Governance* | *Governance supports the operation of a quality service.* |
| *7.1.3* | *Roles and Responsibilities* | *Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.* |

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| **Leonora Early Learning Centre (LELC)** |
| POSITION: | Nominated Supervisor |
| QUALIFICATIONS: | ●Bachelor of Education (Early Childhood) from a registered University, and or; Diploma of Early Childhood Education and Car, Community Services (or previous equivalent) ●Minimum 3 years’ experience as an Educator/Teacher (or relevant experience) ●Current Senior First Aid certificate (acquired less than 3 years *prior* to appointment)●Current Working with Children Check●Approved anaphylaxis and emergency asthma management training (acquired less than 3 years *prior* to appointment)●Successful appointment by the Education and Care Regulatory Unit (ECRU) as Nominated Supervisor (NS) of the LELC meeting all requirements  |

**Key duties:**

* Provide pedagogical leadership to ensure quality care and education programs for children, and direction, support and continuous learning for staff
* Ensure a vibrant, interesting, varied and appropriate children’s program is developed and implemented to meet the ongoing needs of the children as per the Early Years Learning Framework (ELYF)
* Ensure that the philosophy, policies and procedures of the LELC are upheld, implemented and reviewed regularly to meet relevant requirements and all changes are reported to the Nominated Provider (NP)
* Maintain compliance with the regulations as prescribed by the Education and Care Regulatory Unit (ECRU) along with all legal and statutory requirements including ensure personal qualifications and requirements are maintained and renewed in a timely fashion to avoid impacting on operations or breaching mandates
* Encourage staff and families of the LELC to actively contribute to the quality and success of the service operations
* Conduct risk assessments prior to all excursions
* Conduct regular Emergency Drills no less than every 90 days, recording these in the LELC Emergency Drill Register
* You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately <https://mandatoryreporting.dcp.wa.gov.au/> and NP
* Ensure appropriate documentation (including anecdotal notes) are completed and alert the NP, of action taken as required forwarding all information by email addressed to the Deputy Chief Executive Officer (DCEO), Shire of Leonora (NP).

**Duties:**

**In relation to the children:**

* Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status, and ensure all Educators and staff are implementing these practices
* Ensure Educators are encouraging and supporting children in all aspects of their development. Including monitoring the development of children to identify children at risk either via wellbeing, developmental or social concerns. Support Educators to record concerns and meet with parents to discuss when appropriate
* Support Educators to meet parents with concerns when appropriate regarding developmental concerns, initiating referrals to appropriate agencies including ‘Inclusion Support’, WASLEA, Child Development Centre. Completing referrals as per agency requirements. Recording all stages of the process accurately within the child’s LELC central file
* Identify children ‘at risk’ and families potentially eligible for Child Care subsidy (CCS), Wellbeing and children fostered, initiating the application through PRODA when applicable
* Act as a positive role model, demonstrating appropriate behaviour and language in accordance with the Shire of Leonora Code of Conduct and LELC policies and procedures in view of relationships between children, families, staff and community. Ensure all Educators and staff are implementing these practices and reporting concerns directly to the DCEO
* Supervise and ensure the provision of adequate supervision for the children and adequate staff are rostered to maintain child/staff ratio mandates
* Supervise and ensure that children only leave the premises with an authorized person and relevant policies and procedures are adhered including children in foster care, or with Family Court Parenting Orders
* Supervise and ensure that Educators are implementing reasonable behaviour management practices
* Supervise and ensure that all children are being provided with adequate sleep/rest routines
* Ensure that children are being provided adequate times for meals and regular water/drinks
* Ensure all Educators are aware of each child and their medical needs. In relation to a child’s medication requirements, ensure that Educators have reported to appropriate colleagues for verification and that medication it is administered by a staff member who holds a current senior first-aid certificate (must be witnessed by another staff member) as per centre policy and procedure guidelines. Ensure all relevant medical record keeping is maintained.
* Encourage and support Educators to be passionate and strive to achieve ‘LELC’ goals and philosophy as outlined in Policy Manual, Handbook and policies and procedures
* Ensure our ‘LELC’ philosophy is reflected in daily practice
* Oversee the Education Leader and in the event staffing is limited to one Educator assume the role of Education Leader
* Assist staff with the collection, recording and evaluation of children’s records and observations, as required by Department of Education and Communities and the National Quality Standard (NQS), and assist Educators and Assistant Educators as necessary
* Communicate with the children in an open, honest manner and ensure that the child’s perspective is regarded as unique and special, and ensure all Educators and staff members are implementing these practices
* Be familiar with the Early Years Learning Framework (ELYF) and ensure Educators are utilizing the framework to inspire independent learners
* Ensure all staff are aware of, and comply with their mandatory obligations in relation to Child Protection laws and discuss these openly with staff on a regular basis to determine staffs competence in this area.

**In relation to parents:**

* Be courteous and helpful to the families in the LELC, and ensure all Educators and staff are implementing these practices
* Actively request family feedback / provide families with surveys and incidental conversation
* Distribute information to families regarding relevant community events and services
* Look for opportunities within the LELC operations where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees, and support educators to do the same
* Respect the confidentiality of all information about a child, and discuss any concerns with the Director and Nominated Provider, Shire of Leonora DCEO or CEO as required
* Be familiar with all families; greet all families on a personal basis. Ensure all Educators are greeting all families, modelling mutual trust and open communication
* Supervise the completion of the Daily Checklist, Cleaning Checklist, Medicine and Accident and Illness reports, Program, Activities and Daily Checklists. Assist Educators as necessary, ensuring that this valuable communication tool is being fully utilised as a means of reporting to families
* Prepare and present annual parent meetings, or meetings as requested by the Director, NP or parents
* Share information, and support Educators to share information with the family relating to their child and the daily activities of the LELC and shire of Leonora
* Act as a resource person for families including assisting with referral to additional services for support as required
* Encourage, and support Educators to encourage families to participate in the LELC decision-making and experiences
* Encourage families to attend meetings and assisting Educators with this process as appropriate.

**In relation to staff including Educators Assistants, and Educators:**

* Ensure all staff meet mandates and maintain current First Aid Certificate, Emergency Asthma Management, anaphylaxis Management training (no longer than three years) and current Working With Children Card (WWCC) and arrange retraining in a timely manner to limit impact on operations
* Encourage mentoring between Educators and Educator Assistants, facilitate this through rostering time for this to occur in an official capacity. In the absence of another Educator on staff assume this role in addition to other tasks
* Supervise and monitor the correct implementation of each room’s routine and the LELC procedures
* Ensure all staff members are providing appropriate supervision of children in all aspects of the LELC routine
* With the guidance of the Director and Educators, promote the highest standard of care for the children in accordance with the National Quality Standards (NQS)
* Roster and Chair monthly after hour staff meetings with LELC staff (first Tuesday of every month 5-6pm). Recording meetings, actioning items and reporting concerns to NP
* Supervise and support Educators to work as a team, sharing room responsibilities, including cleaning procedures. Signing off monthly cleaning sheets, first aid check at monthly staff meetings to ensure these are completed and update as required as result of staff feedback
* Ensure staff members are having breaks of the appropriate length and assist to plan holidays and leave ahead of time to ensure continuity with relief staffing
* Organise and complete LELC annual staff appraisals and staff reflection activities
* Provide training / professional development opportunities for staff, offering opportunities that present suitable for staff needs and development
* Participate in the LELC and relevant professional development activities
* Complete fortnightly timesheets for all staff, sign and forward via scan to DCEO and Payroll no later than 3pm on Monday of the required fortnight
* Organise and hold monthly team planning meetings around program and children’s needs
* Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the LELC including Aboriginal, French and Indian. Every staff member is unique and has something to offer- aim to tap into this wealth of knowledge and incorporate ideas in your own experiences
* Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Director or NP as required
* Ensure all staff are familiar with the Grievance Policy (included in Policy Manual) and aware of their obligations to discuss any concerns or incidents with the Director or NP for further support
* Ensure all staff members are practicing hygienic food handling techniques including management for anaphylaxis
* Ensure all staff members are practicing safe work practices and ensure daily hazard checks are completed to maintain a safe environment
* Ensure all staff members are complying with appropriate nappy changing or toilet procedures, medication and administration requirements, and accident/illness/injury requirements (included in Policy Manual)
* Encourage staff to establish and maintain community links
* Supervise and support the Educational Leader to guide staff in observing and planning for individual children and the total learning environment. In the absence of the Education Leader take responsibility for the role in addition to other task
* Supervise and support the Educational Leader to collaborate with staff to ensure that the program is continually improving and in the absence of an Education Leader assume the task
* Meet weekly informal discussions with staff to discuss program, staff and maintenance needs
* Maintain accurate staff records and files.

**In relation to the program:**

* Supervise and support the Educational Leader in the planning, implementation and evaluation of the program in consultation with Educators, in the absence of an Educational Leader assume the responsibility for all programming needs of the centre
* Ensure the developmental records of each child are up to date and securely archived each year
* Ensure Educators know and implement the Early Years Learning Framework (ELYF) in the program and records and mentor staff to complete these
* Ensure the implementation of the program in the in-door and out-door environment promoting continual improvement to the quality of care and experience each child and family receives
* Support the Educators to organise any resource materials, interest areas and general preparation for each room
* Ensure that the program is regularly evaluated, monitored and rotated so as to provide for an interesting and challenging environment (consulting with Educators to provide variety and input from various perspectives)
* Participate in at least 4 in-services a year to support your professional development.

**In relation to the service, LELC:**

* Ensure that you and all staff uphold a professional image for the LELC including personal hygiene and clothing
* Maintain and ensure Educators maintain a sound and current understanding of the National Quality Standard and National Quality Framework (NQS) and mentor as required
* Maintain and ensure Educators maintain a working knowledge of the Early Years Learning Framework (ELYF) and mentor as required
* Liaise with community organisations for networking opportunities.
* Maintain and ensure Educators maintain awareness of current issues in children’s services.
* Mentor Educators to work in partnerships with families.
* Mentor Educators in professional written and verbal communication skills.
* Maintain and demonstrate, and ensure educators maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
* Ensure Educators maintain and demonstrate an extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff and update Safety Data Sheets (SDS) with all cleaning products
* Provide ongoing support, assistance, and/or guidance/recommendations as required to NP in areas of administration, program development, parent and community networking, staff professional development and training, and other areas as requested
* Facilitate and maintain the Quality Improvement Planning routine and update document monthly
* Inform the Director or NP of any issue arising that may compromise the children’s health, safety, or wellbeing, or the efficient operation of the LELC
* Any other duties, within the scope of the position, as specified by the Director, DCEO or CEO of the Shire of Leonora (SofLEO)
* Oversee & guide the Educational Leader in programming, promoting commitment to continual improvement to the quality of care provided within each room and assume the role in the absence of a secondary Educator
* Ensure staff members follow housekeeping practices that will maintain equipment and resources are kept at an optimal level, recording these on a centre inventory
* Assist the NP and Director by ensuring that the physical environment complies with the Education and Care Services National Regulations (ECRU) and report any concerns to the Director, NP via a maintenance request
* Assist in, and supervise the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming and meets regulatory requirements
* Assist in and supervise the provision of an environment that is interesting and appealing
* Always act within, and ensure educators act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)

**In relation to compliance to and best practice:**

**3 monthly – Collate and oversee:**

* Children’s enrolment records
* Training and staff requirements
* Children’s developmental needs being met
* Referral of children requiring assistance
* Cleaning checklists
* Nappy changing/toilet checklists
* Feeding / Nutrition checklists
* All registers being maintained
* All parent communications being noted
* QIP updates
* Review of Policies & Procedures

**In relation to administrative duties:**

* Verify accurate utilisation records
* Issue weekly CCS payments and fees for all enrolled families
* Enrol new families as required
* Update procedures and policies as per mandates issued by ECRU
* Sight and verify accurate enrolment process
* Promptly attend to general enquiry emails and phone messages
* Provide process for general enquiries
* Ensure families undertake the orientation process
* Maintain accurate financial records
* Complete payroll staff hours/pay and maintain all timesheets
* Complete required administrative reports create a short monthly report for Director or NP as required
* Adhere to budget requirements set by DCEO, NP
* Order stock and resources as required
* Supervise internal costs/expenditure
* Maintain family accounts and fee records
* Complete and manage Child Care Subsidy (CCS) documentation and CCS - Wellbeing
* Complete and submit required QIP documentation
* Complete and submit all mandates, waivers and notifications required by ECRU on behalf of the NP
* Provide and ensure distribution of fact and information sheets
* Monitor relevant WHS inspections/services, including but not limited to Fire Safety equipment and pest inspection and report if these are not meeting regulatory requirements to NP
* Perform duties related to marketing the service as negotiated with NP
* Any other duties, within the scope of the position, as specified by NP.

**In relation to the Essential Requirements for Employment under the Education and Care
Services National Regulations:**

* Maintain the ability to satisfy the criteria for appointment as Nominated Supervisor including submitting documentation to ECRU accepting the position. Keep a copy in the staff file in the office and on departure
* Maintain an understanding of all principles related to child protection
* Engage staff in process when appropriate and upskill accordingly.

**The paramount consideration of Children’s Services is in the best interests of the children:**

* Children should receive services that meet their individual’s needs (including the needs of children with a disability) and enhance their physical, emotional, cognitive, social and cultural development
* Parents have both a right and a responsibility to be involved in the making of decisions by a children’s service in so far as those decisions affecting their children
* Include staff and upskill accordingly.

**Understanding of a safe environment for children, and;**

* Current knowledge of stages of physical, emotional, cognitive, social and cultural development of children, and;
* Current knowledge of health, hygiene and nutrition needs of children
* Engage staff, share knowledge and work toward upskilling and sharing ideas and experiences.

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| I have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_received, reviewed and understand the responsibilities as the Director of the Leonora Early Learning Centre (LELC). I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description. |
| EMPLOYEE NAME |  | DATE |  |
| EMPLOYEE SIGNATURE |  |

**On behalf of the Nominated Provider (NP), Shire of Leonora (SofLEO).**

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| DCEO NAME |  | DATE |  |
| DCEO SIGNATURE |  |

**RELEVANT STANDARDS AND ELEMENTS**

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| QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE |
| 1.1 | Program | The educational program enhances each child’s learning and development. |
| 1.2 | Practice | Educators facilitate and extend each child’s learning and development. |
| 1.3 | Assessment and planning | Educators and co-ordinators take a planned and reflective approach to implementing the program for each child. |
| QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY |
| 2.1 | Health | Each child’s health and physical activity is supported and promoted. |
| 2.2 | Safety | Each child is protected. |
| QUALITY AREA 3: PHYSICAL ENVIRONMENT |
| 3.1 | Design | The design of the facilities is appropriate for the operation of a service. |
| 3.2 | Use | The service environment is inclusive, promotes competence and supports exploration and play-based learning. |
| QUALITY AREA 4: STAFFING ARRANGEMENTS |
| 4.1 | Staffing Arrangements | Staffing arrangements enhance children's learning and development. |
| 4.2 | Professionalism | Management, educators and staff are collaborative, respectful and ethical. |
| QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN |
| 5.1 | Relationships between educators and Children | Respectful and equitable relationships are maintained with each child. |
| 5.2 | Relationships between children | Each child is supported to build and maintain sensitive and responsive relationships. |
| QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES |
| 6.1 | Supportive relationships with families | Respectful relationships with families are developed and maintained and families are supported in their parenting role. |
| 6.2 | Collaborative partnerships | Collaborative partnerships enhance children’s inclusion, learning and wellbeing. |
| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP |
| 7.1 | Governance | Governance supports the operation of a quality service. |
| 7.2 | Leadership | Effective leadership builds and promotes a positive organisational culture and professional learning community. |