

# Position Description

## Centre Director- Nominated Supervisor

<b>Appointment:</b>	Full-time Shift times between the Centre's open and closing timeframes.
<b>Award Classification:</b>	Children's Services (Victoria) Award 2010
<b>Appropriate Industry Qualification:</b>	Diploma in Children's Services or equivalent as a minimum requirement Working with Children's Check
<b>Preferred Qualifications:</b>	Police Check First Aid Certificate, Anaphylaxis Certificate and Asthma Certificate (all of which must be upheld throughout time of employment with Little Flyers Learning Centres) It is also preferable that a Centre Director holds a Certificate 4 in Training and Assessment and a qualification in Business Management. Child Safe Certificate Food Handling Certificate A sound operating knowledge of Qikkids Computer operating skills

### **Aims of the position:**

- To be fully conversant with the Education and Care Services National Regulations 2011, Education and Care Services Law 2010, NQF and VELYF and to assist in the maintaining of standards according to the requirement of the Department of Education and Training (DET).
- To be fully aware of and assist with the implementation of the policies of the Centre and the Department of Education and Training, in consultation with the Little Flyers Learning Centres Operations Manager.
- To be fully conversant with Little Flyers Learning Centres Policies and Procedures

### **Duties of the position**

1. To carry out supervisory duties with the care and professionalism needed to provide services that are sensitive to the needs of the children and their parents, and to the consideration of staff.
2. To supervise the planning, implementation and evaluation of an integrated children's program for 0-6 years' old children ensuring individual needs, abilities and interests are maintained at all times.
3. To ensure the program is culturally relevant and reflects the whole community. To ensure programmes are in place for children with special needs and/or requirements.
4. To ensure that the access of support facilities is utilised in the case of a child requiring additional support within our program.
5. To ensure plans are in place for children with special needs and/or requirements.
6. To oversee the maintenance of necessary developmental records of children, programs and planning required by the Education and Care Services National Regulations 2011, Education and Care Services National Law 2010, NQF and VELYF.
7. To ensure staff keep programming up to date, readily available to Community Services, Validation Assessors and parents.

8. To liaise with parents regarding general childcare needs including accounts, concerns, special events, validation, enrolments, changes to Centre policies and such.
9. To co-ordinate and contribute to staff meetings and to participate in in-service activities and children's activities, including planning and co-ordinating training for educators and staff of the Centre.
10. To be aware of, and understand, the aims and values of the Centre and interpret these to families and to the community in a professional matter.
11. To be aware of the location and contents of the Food Safety Plan.
12. Assume the responsibility of the Centre as the Nominated Supervisor, to be fully capable to handle serious incidents, complaints and queries where necessary.
13. Always appoint a responsible person for the Centre in your absence.
14. Comply with the set budget of the Centre.
15. Meet all the requirements of CCMS at the Centre.
16. To maintain and regularly evaluate waiting list and make all calls and arrange for new families, manage waitlist and Centre bookings (including midyear move of children).
17. Attend Centre Director Networking meetings held by the Little Flyers Learning Centres Operation Manager.
18. Additional tasks may be required at the direction of the Little Flyers Learning Centres CEO and Operations Manager.
19. Attend to and complete all daily, weekly, monthly and annual tasks outlined in the Centre Director Yearly Schedule.
20. To ensure optimisation of enrolments
21. Carry out regular Facebook posts, minimum 2 per week.
22. Ensure website is up to date.
23. To conduct weekly debtors report and follow all debtors' procedures.
24. To complete a monthly Quality Improvement Plan and send through to Operations Team.
25. To manage and develop the staff of your Centre.
26. To conduct Professional Development Plans 3 times per year with each staff member in your Centre.

**Organisational Relationships:**

<b>Reports to:</b>	CEO, The Eltham College Foundation Ltd
<b>Supervises:</b>	2IC, Office Administration, Room Leader/Educator, Educators/Child Care Workers, Chef/Cook, Students
<b>Internal Contacts:</b>	All Centre staff in the care of the Centre
<b>Extent of Authority:</b>	Authorised to take steps necessary to ensure the health, safety and wellbeing of all children under your care and educators and staff under your supervision.
<b>Accountability:</b>	To ensure that you are an active participant in working as part of a team in providing a quality Centre for families to utilise under the Centre's policies and procedures and National and State laws.