

Position Description

Position:	Kindergarten Director
Incumbent:	
Key Result Area:	Community wellbeing
Classification:	Early Childhood Teacher
Award name:	Education Employees Agreement 2016
Hours:	15 contact hours per week, plus an additional 7.5 hours per week for non contact duties
Employment status:	Temporary part-time
Worksite location:	Corryong Kindergarten
Reports to:	Manager Community Services
Supervises:	Early Childhood Educators
Approved by:	Chief Executive Officer
Date approved:	
Document type:	Position Description
Reference:	Personnel

Position Objectives

- Coordinate the Corryong Pre-school in line with relevant policies and procedures, legislative requirements and the National Quality Framework (NQF)
- Provide a high standard educational program to meet the needs of children attending the Kindergarten and other child care programs when applicable.
- Provide effective and efficient leadership and coordination of the early year's educator team.
- Continually improve the quality of service and operating systems of the Kindergartens.
- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all staff, contractors and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.

Key Responsibilities

Programming

- Ensure all programs and practices meet NQF regulations.
- Develop and implement a fortnightly intentional teaching learning program.
- Continuously develop and improve outcomes of the Quality Improvement Plan (QIP).
- Plan, implement and evaluate an appropriate educational program to meet the needs of local children attending the Kindergarten and other child care programs as required.
- Oversee student observations for the mid and end-of-year Learning Statements and to further support the annual transition statements.

Management

- Undertake all responsibilities of the “Nominated Supervisor” to manage and control the service in accordance with the National Education and Care Services National Regulations and Act.
- Facilitate the development of the Early Years team through regular staff meetings, to allow for input in the decision making process.
- Supervise the activities of all educators to ensure that the Educational program is properly implemented.
- Manage (KIM) system and relevant software, including the Teaching Made Easy program.
- Conduct quarterly workplan reviews with all early years’ staff.
- Provide input on the annual budget and meet ongoing budget requirements.
- Ability to manage time, set priorities and plan and organize the work of supervised educators under management despite conflicting pressures.

Administration

- Manage the administrative aspects of the management of the kindergarten. This includes issues such as timesheets, leave forms, work plan reviews and forms required by the Department of Education and Training.
- Manage data, enrolments and required reporting on the ASEQUA Kinder Information
- Maintain staff records and training attendance.
- Ensure all administrative staff work according to the requirements of the Department of Educations Child Care Service Handbook.
- Provide a quarterly Kinder Directors Report in accordance with the NQF Quality areas.
- Coordinate family, staff, and student and volunteer orientations.
- Complete Early Start and ECIS and Second Year funding applications as required

Educational Leadership

- Lead the Early Years Learning Centre to ensure engagement and participation of all staff in the NQF.
- Liaise and co-operate with relevant external service providers involved in children’s services to ensure that the educational needs of children are met effectively eg. Referral support.
- To develop training initiatives that support quality service delivery and the programming needs of children aged 0-Pre-school.
- Ability to contribute to the strategic direction of the Council through the Manager Community Services
- Ability to keep abreast of changing trends and legislative requirements regarding Australian and State government policy.
- Developed negotiation and conflict resolution skills.

Community

- Coordinate community connectivity and learning opportunities that meet the requirements of the QIP.
- Provide support and guidance to parents in relation to education of their children.
- Liaise closely with the Parent Advisory Group with regards to fundraising to secure learning resources and to provide opportunities for parent involvement
- Promote the Corryong Pre-School service within the community so that its aims and objectives are clearly understood.

Emergency Management

- Maintain and update the Emergency Management Plan utilising the DET template and guidelines.

Risk Management

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

Occupational Health and Safety

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.

Other

- Fulfill any other duties as directed by the Manager Community Services that are reasonably within the limits of the employee's skills, competence and training.

Qualification and Experience

- Bachelor of Teaching (Early Childhood) or Bachelor Early Childhood Education experience and proven ability in teaching pre-school environment.
- Experience in working with the NQF.
- Experience working in a Kindergarten and Long Day Care setting (preferable).
- Some supervisory experience would be an advantage.
- Satisfactory Police and Working with Children Check.

Accountability and Extent of Authority

- Under the guidance of the Manager Community Services, authority is extended to decision and policy making within areas managed not requiring a direct Council resolution, within the constraints of the Council Plan, policy and delegations, statutory obligations and budget.

Judgment and Decision Making Skills

- A high level of judgment and decision making is required within the accountability and extent of authority of the position.

Specialist Skills and Knowledge

- Conceptual skills and knowledge to develop and deliver appropriate educational programs and teaching methods that align with the NQF.
- Organisational skills and NQF knowledge which enable methods and intentional learning programs to be prepared for the teaching sessions.
- Practical teaching skills and knowledge which enable kindergarten children to learn as quickly as possible and in accordance with their ability.
- Ability to operate planning, organising and teaching aids.

Management Skills

- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Interpersonal Skills

- Excellent written and oral skills.
- Ability to work as a team member, and maintain effective communication with staff.
- Ability to communicate within all levels of Council, community and external sources as required.

Selection Criteria

1. Successful completion of a Bachelor of Education (Early Childhood)
2. Strong knowledge of the National Quality Framework
3. Strong staff management experience and demonstrated ability to lead a team.
4. Experience in providing positive leadership and developing a positive team culture.
5. Strong organizational skills and the ability to priorities work.
6. Excellent oral and written communication skills.
7. Excellent understanding of, an ability to apply and adopt, relevant policies, standards and regulations, into the teaching program.
8. Sound knowledge of the issues and needs that affect young children and their families, and experience in applying strategies to support inclusive practice and positive outcomes for children.

Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting		X				
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide	X					
Heat and exposure eg. outdoors				X		
Isolation eg. tip supervision		X				
Sedentary eg. computer operation		X				
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say ½ hour
 Regularly: once weekly for say 1 - 2 hours
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

Juliana Phelps
 Chief Executive Officer
 Date: