



Northern Area Community & Youth Services Inc

Children's Services Employee Director Level 2

JOB DESCRIPTION

POSITION TITLE

Director Level 6.4

AWARD / AGREEMENT

Children's Services Award 2010 (MA000120)

CLASSIFICATION

Children's Services Professional Level 6.4 (40 to 59 place Centre)

NACYS

Northern Area Community & Youth Services Inc. (NACYS) is a not for profit, secular, community based organisation that has been serving the community of the Northern suburbs of Adelaide since 1981. As an organisation we value the knowledge and potential of the community and seek to develop and support their existing strengths and possibilities. In order to do this, we provide a cross section of services that address therapeutic outcomes, community connections and early childhood development. We work across the lifespan but have particular strengths in working with families and young people. We strive for excellence in service delivery and pride ourselves as industry leaders in the provision of unique and innovative programs. We have a long-term vision to continue to grow and serve the community.

POSITION OBJECTIVES

The Director is accountable to the CEO and to the Board of Governance of NACYS for the overall operation, management, and administration of the Early Childhood Development Service which includes Out of School Hours Care and Long Day Care, ensuring that:

- Pedagogical leadership is provided to ensure quality Education and Care (ECEC) for all children, direction, and support with continuous professional learning for staff.
- A vibrant, engaging children's curriculum meeting all 7 National Quality Standards (NQS) is developed, implemented, and reflected on to meet the wellbeing and developmental needs of children.
- The philosophy, policies and procedures of the service are upheld, implemented and reviewed regularly to meet relevant requirements.
- Meeting minimum operating requirements as set out in the National Law and regulations within the service.
- The service attains and maintains as a minimum **Meeting** the Australian Children's Education and Care Quality Authority (ACECQA) accreditation.
- The service delivers the Early Years Learning Framework and the My Time, Our Place Frameworks.

- All relevant legal and statutory requirements are monitored, complied with and implemented.
- The staff and families of the Early Childhood Development Centre are encouraged to contribute to the quality and success of the service.

ESSENTIAL QUALIFICATION

Advanced Diploma of Community Sector Management or Diploma in Children's Services or relevant Degree or Early Childhood Education qualification as deemed appropriate through ACECQA.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Highly developed pedagogical leadership skills.
- Highly developed program and curriculum planning and evaluation skills, with a sound knowledge of the Early Years Learning Framework (EYLF) and My Time Our Place (MTO).
- Thorough knowledge of The Education and Care Services National Law and Regulations.
- Thorough knowledge of the National Quality Framework and Standards.
- Sound observation and reporting skills.
- Highly developed interpersonal, negotiation, verbal, and written communication skills.
- Effective administration, business, marketing, and financial management skills.
- Effective operational, supervisory, and human resource management skills.
- Effective time management skills.
- Good keyboard, computer, and software package skills (NACYS utilises SPIKE)
- Ability to interact with children in a positive, sensitive and respectful manner.
- Ability to assist families in a sensitive supportive and professional manner
- Ability to develop and implement policy and procedures.
- Ability to cope effectively in an emergency or stressful situation.
- Good knowledge of adult learning principles.
- Good knowledge of the responsibilities of the employer and employee under the Work, Health and Safety Act 2012.
- Knowledge of and commitment to, the principles of equal opportunity.
- Knowledge of responsibilities under Child Safe Environments compliance

ESSENTIAL REQUIREMENTS

- Working With Children (WWC) clearance letter through the Department of Human Services (DHS).
- Successful completion of *Responding to abuse and neglect (Education and Care)* training
- Current *Provide an Emergency First Aid response in Education and Care Setting* (HLTAID004)
- Current Driver's License
- Attendance at out of hours meetings, training and service functions.

RESPONSIBILITIES AND DUTIES

All responsibilities and duties must be carried out regarding and including:

- Protection of the health, safety, security, and well-being of all stakeholders
- Adherence to relevant policies, procedures, and statutory requirements
- Respect for and inclusion of diversity in its many forms
- Respect for and maintenance of confidentiality
- Risk management and notification of authorities in the event of an emergency situation affecting children, staff or visitors to the service.

Pedagogical Leadership

- Coordinate, supervise, direct and evaluate the work activities of employees engaged in the service.
- Oversee and lead Educators to implement an educational curriculum based upon the EYLF in Long Day Care and MTOP in Out of School Hours Care.
- Demonstrate and share knowledge of child development and effective approaches to facilitating children's well-being and educational programs
- Attainment and continuity of a minimum **Meeting** rating of the 7 National Quality Standards.
- Lead discussion on reflective practice and continuous improvement with staff.
- Lead and share information, knowledge and expertise on practice, policy development and community changes that may impact on the curriculum.
- Be a professional role model for high quality Education for all young children within the service, and OSCH service.
- Build the capacity of all staff by supporting and mentoring others to take on leadership roles in areas of expertise or of potential interest.

<p>Delivery of quality care and children's programs</p>	<ul style="list-style-type: none"> • Oversee the critical reflection of all Educational programs and planning for children in collaboration with Educational Leader. • Supervision of the quality, development, implementation and evaluation of programs and routines across the service. • Provision of program balance to include flexibility, variety, safety, choices and support for the physical, social and emotional well-being of children. • Plan for and facilitate the inclusion of children with special rights, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds. • Supervision of purchase, provision, preparation, storage and labelling of a variety of nutritious and appropriate foods within regulated hygiene standards.
<p>Staff Management and Leadership</p>	<ul style="list-style-type: none"> • Management of recruitment, induction, performance assessment, development; and training of employees / volunteers / students as required. • Provision of leadership to staff, volunteers, and students on placement. • Facilitation of monthly staff meetings including agenda preparation. • Ongoing development of staff awareness of accountability, legal liability, and duty of care to children and co-educators. • Supervision and encouragement of employees, volunteers, and students to develop strong team-work skills and create a supportive team environment. • Support a culture of continuous learning for all employees of the service, including self. • Ensure that all employer responsibilities under awards / agreements and the National Employment Standards are complied with. • Always ensure and maintain privacy of staff members.
<p>Communication with Families</p>	<ul style="list-style-type: none"> • Provide written and verbal information about relevant aspects of service delivery to families including how they can become involved.

	<ul style="list-style-type: none"> • Ensure that parents receive support to enhance the education and care experience of their children and respond to requests for information about their children’s progress. • Sensitive, empathic approach to working in partnership with all families. • Always ensure and maintain family privacy.
<p>Financial management and administration</p>	<ul style="list-style-type: none"> • Assist in the preparation, monitoring and review of the service’s annual budget and fee structure. • Monitor appropriate financial checks and balance systems. • Assist with accounts, bookings, billing, financial returns, monthly income and expenditure statements and annual audit statements as directed. • Assist with the preparation of wages and / or relevant data.
<p>General administration functions</p>	<ul style="list-style-type: none"> • Ensure management of employee records, including financial, workplace compliance, training and development and personal data. • Ensure safe and secure storage and maintenance of records, materials, resources and equipment. • Ensure regular liaison occurs with all stakeholders, state and federal census is completed and submitted on time and all reports are prepared and tabled for the CEO at each meeting. • Develop, implement and review relevant risk management strategies in collaboration with the CEO and Educational Leader. • Provide support for the Early Childhood Development Advisory Committee and the OSHC Advisory Committee.

<p>Work, Health and Safety</p>	<ul style="list-style-type: none"> • Ensure compliance with WHS Act 2012 in all work practices and implement all relevant policy and procedures related to workplace safety. • Take care to protect their own safety in the workplace and to avoid adversely affecting the health, safety or welfare of any other person in the workplace through any act of omission, neglect or misconduct. • Development of rosters in facilitating child: staff ratio requirements • Intervene with urgency into all work practices which are observed to be a danger to children, parents or staff and inconsistent with WHS policy and procedures.
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ORGANISATIONAL RELATIONSHIPS

The Director will be responsible to the CEO of NACYS.

The Director will be responsible for all other staff in the Early Childhood Education and Care and Out of School Hours Care.

PROGRESSION

Progression from one level to the next is subject to the Director meeting the following criteria:

- Meeting all competency as outlined in their Job Description.
- 12 months experience at Level 6.4 and in-service training as required.
- Demonstrated ability to acquire the skills necessary for advancement to the next level, 6.5 and then 6.6.

EXTENT OF AUTHORITY

The Director:

- Is responsible for the overall day to day management of the Early Childhood Development and out of School Hours Service.
- Is authorised to sign documents and letters as delegated by the CEO of NACYS.

DECLARATION

I have read the Job Description for Children’s Services Professional Level 6.3-Director and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Employee Name: _____

Signature: _____ Date: _____

CEO NACYS: _____

Signature: _____ Date: _____

Created November 2020	
Reviewed: November 2020	Reviewed by: Educational Leader: Sabrina Young Acting Director: Teresa Davey CEO: Clare Dillway
Next Review November 2022	