



# Position Description

Position Information	
<b>Position</b>	Director, Early Childhood Services
<b>Date approved</b>	December 2015
<b>Program</b>	Winyu, Campbell Cottage and Conder Early Childhood Services
<b>Supervisor</b>	Early Childhood Services Manager
<b>Location</b>	All Early Childhood Services
<b>Hours of work</b>	38 hours per week
<b>Salary</b>	Grade 4 Level 1 of the YWCA Canberra Enterprise Agreement
General Conditions of Employment	
<ul style="list-style-type: none"><li>• Appointment is subject to obtaining a satisfactory Working With Vulnerable People check at own cost</li><li>• Appointment is subject to providing a Police Check valid within the last 3 months</li><li>• Appointment is subject to satisfactory working rights in Australia</li><li>• All YWCA Canberra policies and procedures will apply</li><li>• Subject to a 6 month probation period</li></ul>	
Position Statement	
<p>The Director will report to the Early Childhood Services Manager and will have a high level of autonomy in the day to day management of the relevant Early Childhood Service in accordance with YWCA Canberra's policies and procedures, National Quality Standards, the YWCA Canberra's Enterprise Agreement and any other relevant Regulatory and/or funding bodies.</p> <p>Responsibilities of this role include autonomous operational management, financial records duties and budget responsibilities, professional relationships and networking with all stakeholders, compliance and regulatory responsibilities, personal and professional development and general administration and reporting duties. The director will receive support from the Early Childhood Services Manager where needed but is independently responsible for the service delivery of Exceedingly High quality Early Childhood Education and Care services for the children and families attending the relevant service.</p> <p>The Director may be requested as part of YWCA Canberra's supportive professional and personal development program, to transfer for fixed periods of time to an alternative Early Childhood Service location. The purpose of this transfer may include the training of other Assistant Directors at YWCA Canberra. For this purpose, travel may be required as part of the role responsibilities.</p> <p>The Director role is suitable for Early Childhood or Education professionals with significant relevant experience in the management of education or early childhood education and care, directly managing high performing teams. The Director may have the assistance of an Assistant Director and is, in that case responsible for the professional development of that Assistant Director. The Director role requires significant autonomy and only general oversight by the Early Childhood Services Manager.</p>	



<b>Responsibilities</b>	
<b>Operational management and administration</b>	<ul style="list-style-type: none"> <li>• Autonomous 'day to day' management of all operations of the relevant early childhood service.</li> <li>• Record management of day to day service delivery, including the daily sheets provided by the Early Childhood Services Manager.</li> <li>• Record management of Results Based Accountability framework.</li> <li>• Oversight of socio-cultural based curriculum and training of educators in this approach to Early Childhood development and documentation.</li> <li>• Management of goal setting and quality improvement processes.</li> <li>• Supervision of educators and assistance where necessary, daily.</li> <li>• Training of educators where necessary or requested by the Early Childhood Services Manager</li> <li>• Planning and implementation of work programs and projects as directed by the Early Childhood Services Manager</li> <li>• Providing formal and informal high level written communication to all key stakeholders</li> <li>• Convene and host regular team meetings and supervisory sessions, and initiate educator's training and development.</li> <li>• Representation of YWCA Canberra Early Childhood Services at events as directed by the Early Childhood Services Manager.</li> <li>• Maintain rosters and appoint relief educators to cover absences as required</li> <li>• Assist with administration of records of attendance, using the QikKids data base.</li> <li>• Develop and evaluate curriculum documentation and programs, ensuring that high levels of documentation for children's learning is available for families</li> <li>• Reporting in line with weekly and monthly expectations set by the Early Childhood Services Director.</li> <li>• Ensure that services operate at 'Exceeding' level, in relation to the National Quality Standards.</li> <li>• Maintain professional relationships with all key stakeholders.</li> <li>• Provide support for other Early Childhood Services, as requested by the Early Childhood Services Manager or Children's Services Portfolio Director.</li> </ul>
<b>HR and financial management support</b>	<ul style="list-style-type: none"> <li>• The recruitment and professional development of educators</li> <li>• Management of effective and efficient financial management of centre</li> <li>• Maintaining, recording and processing all invoices for services in a timely manner.</li> <li>• Maintain professional relationships and networking with appropriate internal stakeholders relevant to this process.</li> </ul>
<b>Professional relationships and networks</b>	<ul style="list-style-type: none"> <li>• Ensure the maintenance of all Educator's awareness of current sector developments</li> <li>• Liaise with government and community organisations as required</li> </ul>
<b>Compliance and Regulations</b>	<ul style="list-style-type: none"> <li>• Assist with the recording and oversight of NQS requirements, Food Business Licences, Grants, Contracts and Reporting requirements.</li> </ul>

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<b>Steward:</b> People and Capability Manager	<b>Approved By:</b> Executive Director



	<ul style="list-style-type: none"> <li>Actively record qualitative and quantitative data that supports evidence of services level according to the NQS.</li> <li>Ensure educator compliance with Work Health and Safety regulations.</li> </ul>
<b>Additional responsibilities</b>	<ul style="list-style-type: none"> <li>Willingness to undertake professional development in order to maintain professional knowledge and respond to changes within the sector</li> <li>Support operational requirements by working in ratio if the need arises</li> </ul>
<b>Selection Criteria</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Diploma or Certificate III in Children's Services (Essential)</li> <li>Degree in Early Childhood Education, or working towards (Desirable)</li> <li>Qualifications in Management (Desirable)</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated knowledge of early childhood development theories, particularly socio cultural theories.</li> <li>Demonstrated experience in managing teams of Educators.</li> <li>Demonstrated experience working as an Educator in an Early Childhood service (desirable)</li> <li>A good understanding of the NQS and EYLF standards and requirements</li> <li>Demonstrated experience in developing and overseeing holistic curriculums.</li> <li>A good working understanding of Microsoft Office and other software/programs</li> <li>Working knowledge of the financial and people management components of an Education facility.</li> </ul>
<b>Capabilities and Behaviours</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Ability to assist and contribute to the development of relevant policies and procedures</li> <li>Excellent interpersonal and time management skills</li> <li>Ability to work within Organisational policies and procedures</li> <li>Ability to promote and maintain a safe and healthy workplace</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Current full driver's license and access to vehicle with comprehensive insurance during working hours</li> <li>A current Working with Vulnerable People Registration</li> <li>Australian Citizenship or suitable rights to work in Australia</li> <li>A current police check at time of interview</li> </ul>

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<b>Authorisation</b>			
<b>Acknowledgement by Incumbent</b>	Signature:	<b>Date</b>	
	Name:		
<b>Executive Director</b>	Signature:	<b>Date</b>	
	Name:		