WOLLONGONG UNICENTRE POSITION DESCRIPTION

DIRECTOR/AUTHORISED SUPERVISOR

RESPONSIBLE TO: MANAGER CHILDREN’S SERVICES
SUBORDINATE POSITIONS: TEACHER, ADVANCED CHILD CARE WORKER QUALIFIED, CHILD CARE WORKER, SUPPORT WORKER, TRAINEE, QUALIFIED COOK, CASUAL CHILD CARE WORKERS

SECTION: CHILDREN’S SERVICES

JOB SUMMARY

As the Authorised Supervisor, oversee the operations of Wollongong UniCentre Early Childhood Long Day Care Centre.
To lead, guide and support a team which provides high quality Early Childhood Education and Care to children.
Be a supportive member of the Management Team.
To develop relationships which support families.
Ensure compliance with all relevant Legislation, and University / UniCentre / Children’s Services Policies

QUALIFICATIONS

Diploma/Degree in Early Childhood Education - or equivalent
Current Senior First Aid Certificate
Satisfactory clearance from “Working with Children Check”

KEY ACCOUNTABILITIES

GENERAL RESPONSIBILITIES

1. To be the Authorised Supervisor for a Wollongong UniCentre Early Childhood Long Day Care Centre
2. To work according to the Children’s Services Regulation 2004 as legislated by the NSW Department of Community Services.
3. To comply with all funding requirements, and have a working knowledge of all funding agreements and programs.
4. Ensure that the Temporary Authorised Supervisor is informed of current issues, and is mentored to successfully undertake authorised supervisor responsibilities.
5. To work according to the Code of Ethics of Early Childhood Australia.
6. To comply with the policies and procedures of the University, UniCentre, and Wollongong UniCentre Children’s Services.
7. To provide ongoing support and assistance to the Manager in all areas of administrative procedures, curriculum development, parent and community liaison, staff professional development and training, and any other areas as the need arises.
8. To ensure the Licensee and/or Manager is informed of any problem arising, which would affect the children or the smooth running of the centre.
9. To always ensure financial viability of the child care service through relevant processes, policies and practices.
10. To promote open, honest and positive communication between Management Team and staff
11. To lead the professional development (LDP) and training program.
12. To facilitate the successful implementation of the Quality Improvement and Accreditation System and ensure high quality results in all areas.
13. To facilitate the successful implementation of the NSW Curriculum Framework

Reviewed 2007
14. Ensure Transition to School Programs are implemented.
15. To undertake the components of the Reggio Emilia pedagogy which support our philosophy
16. To have a working knowledge of Scientific Brain Research and develop an environment which supports brain development in the early years.
17. To have a working knowledge of Anti Bias approach and develop an environment which supports inclusive practices
18. To keep up to date with current developments in the Early Childhood field.
19. To resource the centre with appropriate equipment and ensure the team maintain it at a high standard
20. Build effective networks with relevant community organisations and government.
21. To set relevant annual goals for self development and provide monthly feedback to Manager on progress of these goals.
22. To effectively market the child care service in ways that are innovative yet achieve results, whilst still ensuring the excellent reputation of UniCentre is maintained at all times.
23. To comply with “outcome” developed for Authorised Supervisors.
24. Any other duties specified by the Manager / General Manager.

**CHILDREN**

1. Protect children and their rights
2. Form relationships with children which are comforting and nurturing
3. Ensure that staff provide a supportive educational environment
4. Ensure that the children are safe and adequately supervised at all times
5. To ensure that all staff are aware of children’s additional needs/requirements – diet/allergies etc.
6. Ensure a high standard of hygiene in compliance with procedures and policies
7. Administer first aid or medication in compliance with procedures and policies

**STAFF**

1. Demonstrate strong leadership skills and the ability to contribute effectively to a team environment.
2. Support and supervise all centre staff and ensure daily organisation of staff.
3. To promote a healthy team environment and develop positive channels of communication to ensure a smooth running centre.
4. To lead, guide and support staff to plan, implement and evaluation programs suitable to the individual needs and interests of children, and that are innovative, interesting and challenging.
5. To lead, guide and support staff to create a safe, supportive, stimulating and educational environment for the children which leads to best practices.
6. To lead, guide and support staff to maintain ongoing records of the child’s development and daily information
7. To participate in ongoing professional development (LDP) and training programs and supervise staff through this process.
8. Attend staff meetings, family meetings and management meetings as required.
9. To survey staff on an annual basis and provide results and recommendations to Manager.
10. To assist staff develop room and service goals and provide monthly feedback to Manager on progress.
11. To ensure all staff (including casuals, short-term etc) are given a thorough orientation of the service prior to commencement of employment.

**FAMILIES**

1. To develop and maintain positive relationships with families
2. Share information with the family relating to their child and the daily activities of the centre
3. To create a safe, supportive and informative environment for families
4. To act as a resource person for families.
5. To attend parent meetings as required
6. Encourage families to participate in centre decision making and experiences
7. To regularly survey parents, children regarding service provision.
ADMINISTRATION

1. To assist with enrolment procedures and bookings as directed.
2. To have a basic knowledge of child care benefit and student fee subsidy.
3. Ensure all administration duties are performed conscientiously and in a timely manner.
4. Monitor centre’s financial performance and make necessary adjustments to ensure compliance with centre’s financial plans.
5. Prepare reports and attend meetings as directed.
6. To be aware of and develop skills pertaining administrative functions within the centre.
7. To work effectively with admin team to ensure general operational admin duties are performed in a conscientious and timely manner.

OCCUPATIONAL HEALTH AND SAFETY AND INJURY MANAGEMENT

1. Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures.
2. Work within guidelines as detailed in the relevant safety “standard work method statements”.
3. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so.
4. Participate in workplace consultative meetings as required and recommend improvements to relevant “standard work method statements”.
5. To ensure workplace harassment and discrimination does not occur.

I understand and accept the duties and responsibilities of this job description

Employee

Name: ___________________ Signature: ________________ Date: __________

Supervisor

Name: ___________________ Signature: ________________ Date: __________
WOLLONGONG UNICENTRE SELECTION CRITERIA
DIRECTOR/AUTHORISED SUPERVISOR

1. Degree / Diploma in Early Childhood Education (or equivalent).
2. Experience working with 0 - 5 year olds in a long day care setting.
3. A working knowledge of all licensing and legislation relating to the provision of children’s services.
4. A working knowledge of and commitment to the Australian Early Childhood Code of Ethics
5. Demonstrated ability to develop, support and lead the team in implementing a developmentally and environmentally appropriate program incorporating aspects of the Reggio Emilia pedagogy of care and education and the NSW Curriculum Framework.
6. Demonstrated strong leadership skills and the ability to facilitate, support and contribute to a cohesive team environment.
7. Demonstrated ability to mentor staff, and also conduct orientation of all casual staff.
8. Ability to provide ongoing support and assistance to the Manager of Children’s Services in all areas of administrative procedures, curriculum development, family and community liaison and staff professional development.
9. A commitment to the integration of Anti-Bias strategies into all program areas.
10. A commitment to build relationships with families, the university, and the greater community.
11. A demonstrated working knowledge of childcare budgets, financial accountability, and an ability to monitor, and also implement corrective strategies.
12. Approval as an Authorised Supervisor with the NSW Department of Community Services, and ability to successfully meet all requirements of that role.
13. Demonstrated ability to competently perform all administrative duties required of the director’s position.
14. Demonstrated ability to be highly organised and meet deadlines in a timely manner.
15. Successful clearance by the Commission for Children and Young Persons, under the Working With Children Check.
16. Current Senior First Aid Certificate
17. A sound understanding of Occupational Health and Safety legislation and its implications to ensure a safe and healthy environment at Children’s Services
18. Working knowledge of the Quality Improvement and Accreditation System and the ability to achieve “high quality” in all areas
19. A commitment to ongoing professional development and keep up to date with current developments in the Early Childhood field.
20. Commitment to enhancing the excellent reputation of the Illawarra’s leading childcare service.
21. Competency in the use of Information and Technology.