



## ISABEL HENDERSON KINDERGARTEN POSITION DESCRIPTION – DIRECTOR

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Isabel Henderson Kindergarten is a vibrant and dynamic centre, which continues to maintain and uphold an excellent reputation within the North Fitzroy and wider community due to the efforts of staff employed at the centre to provide innovative, creative and stimulating programs.

Programs are offered to children three to five years of age and are underpinned by the value of play as the vehicle for educating young children. Isabel Henderson Kindergarten offers flexibility to the community by offering sessional, long day and holiday programs for 48 weeks of the year. A parent Committee of Management manages the centre and all staff are responsible to this Committee. The Director who is appointed by and accountable to the Committee of Management provides leadership to the staff at the centre.

The Director has a pivotal role overseeing all areas of service provision, coordinating and supporting staff and advising and resourcing the Committee of Management.

It is the expectation of the Committee of Management that all staff work and communicate in a collaborative manner with each other, and the Committee of Management, to ensure the centre reflects the philosophy and broad goals of Isabel Henderson Kindergarten.

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### **ORGANISATIONAL RELATIONSHIPS**

The Director is accountable to, reports to, and takes direction from the Committee of Management.

The Director works collaboratively with centre staff to ensure continuity of programs.

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### **RESPONSIBILITIES AND DUTIES**

#### **1. General Responsibilities**

- To be responsible in consultation with the Committee of Management for the operation of the Early Childhood Program which includes the children, their parents, the program, staff, volunteers and relevant administration.
- To assist the Committee of Management in providing a suitable and viable service to suit the needs of the community.
- To undertake all responsibilities associated with the primary nominee and to act as the proprietor's nominee to manage and control the centre in the proprietors absence in accordance with Regulation 21 of the *Children's Services Regulations 1998*.

- To attend and contribute to regular Committee of Management meetings in an ex-officio capacity.
- To provide leadership while working as a member of a cooperative team.
- To act in accordance with the authority delegated by the Committee, in dealing with situations of an urgent nature, that require immediate action, in order for the kindergarten to comply with the Children's Services Act and Regulations.
- To ensure that the children's programs operate within the requirements of the *Children's Services Regulations 1998*, the *Children's Services Act 1996* and the policy and procedures of the preschool.
- To operate within the limits of any budget allocation.
- To encourage and facilitate enrolments into the programs, in accordance with the Enrolment Policy and procedures, as specified by the Committee.
- To respect the confidentiality of information relating to parents and children and to comply with the kindergarten's Privacy Policy.
- To be responsible for sharing in the housekeeping tasks of the service.
- To coordinate Isabel Henderson Kindergarten's involvement in the National Childcare Accreditation Quality Improvement and Accreditation System.
- Other duties as directed by the Committee, peripheral to the position.

## **1. Specific Responsibilities**

### **1.1 Children**

- To manage enrolments and waiting lists for groups at the kindergarten include the offer of places for the following year in accordance with guidelines set by the Committee of Management.
- To oversee the planning and implementation of programs to ensure programs are developed in consultation with parents and other staff and that activities are appropriate to the development and interests of children who attend, while ensuring the programs are consistent with the kindergarten's policies.
- To ensure the programs are culturally appropriate and reflect the needs of the community.
- To ensure programs are displayed and updated at a minimum of every fortnight.
- To ensure specific records of individual children are developed and maintained.

- To ensure a healthy, safe and welcoming environment is provided and that children are actively supervised at all times.
- To discuss with relevant centre staff the needs of families and children attending the groups so they can carry out their duties effectively.

### **1.2 Parents**

- To welcome and inform new and prospective parents about the Kindergarten and to be available to discuss issues about Centre services.
- To ensure that new families are appropriately orientated to Isabel Henderson Kindergarten.
- To actively encourage parent involvement in developing and implementing the curriculum/program of the centre.

### **1.3 Staff**

- To facilitate the development of a cooperative team with the kindergarten, aiming for individual staff to have a high level of identification with the philosophy, goals and policies of the centre.
- To be responsible for the overall supervision of staff in the kindergarten.
- To facilitate and be actively involved in the National Childcare Accreditation Council's Quality Improvement and Accreditation System.

### **1.4 Administration**

- To be aware of the funding criteria's documents and requirements from the State (Preschool Funding) and Commonwealth (Childcare Benefit) Government Departments.
- To be responsible for the timely compilation of reports for both State and Commonwealth Government Departments.
- To encourage enrolments and maintain records in accordance with the Enrolment Policy and Procedures, as specified by the Committee of Management, and the conditions of the Funding and Service Agreement.
- To prepare and report staff wages to Payline on a fortnightly basis.
- To prepare accounts for families on a fortnightly basis.

## **1.5 Professional Development and Promotion of the Service**

- To attend and contribute to relevant meetings and inservices.
- To keep abreast of current children's services issues.
- To liaise with relevant early childhood support services and other professional services and organisations within the community.
- To recommend and participate in professional development of staff in consultation with the Committee of Management, including the orientation and formal appraisal of staff if requested by the Committee.

## **1.6 Committee of Management**

- To work in a cooperative manner with the Committee ensure open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the kindergarten.
- To attend and contribute to regular Committee meetings as an ex-officio capacity.
- To maintain, as appropriate, confidentiality of issues discussed at Committee meetings.
- To prepare for the Committee of Management on a monthly basis written reports concerning the overall operation of the centre. These reports are to provide both an evaluation of the previous month and a calendar of future events so that appropriate budgeting can take place.
- To act professionally towards any conflict that may arise.
- To participate in annual staff appraisals and an annual review of job descriptions.

## **1.7 Other Duties**

- To provide regular information on centre operation for parents in the form of newsletters, posters and notices.
- To complete personnel forms and/or time sheets as requested.
- To aim for an early resolution of any issues of conflict, by ensuring actions are proactive and professional and in accordance with the grievance procedures.

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## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The Director is directly accountable to the Committee. This position is accountable for the efficient and effective coordination of the service on a day to day basis within the confines of budget and consistent with Centre policy.
- The Director has the authority to take such action as is necessary to ensure health and safety of children and their families are maintained within the kindergarten and on approved activities outside the kindergarten.
- The Director is responsible for making recommendations to the Committee on matters relevant to the operation of the service.

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## **ESSENTIAL CHARACTERISTICS AND COMPETENCIES**

### **1. Specialist Skills and Knowledge**

- A sound understanding and knowledge of early childhood development and education is required.
- A sound understanding of the value of play in educating children.
- Ability to plan, work and manage time effectively without direct supervision.
- First Aid Certificate, which complies with the requirements of the *Children's Services Regulations 1998*.
- Administration skills.

### **2. Interpersonal Skills**

- Excellent interpersonal skills and an ability to communicate effectively with parents, staff and professionals.
- Well developed leadership and self-motivation skills.
- An ability to ensure confidentiality of information.

## **DESIRED CHARACTERISTICS AND COMPETENCIES**

- Experience working with the National Childcare Accreditation Council's Quality Improvement and Accreditation System
  - Experience related to the administration of Childcare Benefit.
  - Experience in the use of childcare software packages (such as Centrecalc, Craft 2, Qikids) for the administration of fees.
  - Computer literacy skills.
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## **ESSENTIAL REQUIREMENTS**

- The Director must hold suitable qualifications as a qualified staff member under the *Children's Services Act 1996* and *Children's Services Regulations 1998*.
- The Director must be considered a fit and proper person for, and be registered by the kindergarten in, the position of primary nominee under the *Children's Services Act 1996*.
- Provision of a current Police & Working with Children Check, which demonstrates suitability for employment in a children's service, both on commencement of employment and at the time of license renewal.