Position Description

Title	Director - Kindergarten
Position Location	Various
Reports to	Early Childhood Education Manager
Direct Reports	Teacher, Assistant, Inclusion Support Assistant (ISA), Clerical Assistant, Educator, Extended Kindergarten Coordinator (where applicable)
Classification	C&K Early Childhood Education Enterprise Agreement

The Creche and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 320 early childhood education and care (ECEC) centres located across Queensland.

Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.

C&K's vision is to be *a place where every child flourishes*.

Our values:

- *we put children first*
- *we respect all people and each other*
- *we work with integrity and strive for excellence in everything we do*

These underpin the way we work with children and families, communities, colleagues and partners.

Child Protection and Safeguarding is a shared responsibility at the Creche & Kindergarten Association – across leadership, governance, employees, volunteers and families. As a signatory to the Queensland Statement of Shared Commitment, C&K recognises that every interaction counts in creating an environment where children feel safe, secure and self-confident. All employees at C&K embrace this safeguarding culture and enforce our zero tolerance for any abusive or inappropriate actions. They do this by creating inclusive, culturally safe and nurturing environments where children are empowered to thrive through quality relationships and voice their perspectives with confidence, knowing that they will be heard and taken seriously. Our recruitment processes reflect these child-safe commitments and are designed to identify the most suitable and qualified persons to work with children and facilitate a child-safe environment.

We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.

Purpose	Manages, effectively and efficiently, the daily operations of a Kindergarten to enable delivery of high-quality early childhood services and programs in like with C&K's vision, values and priorities
Key accountabilities	**Position Responsibilities:** • Assume the position of Nominated Supervisor for the service (if appointed) and fulfil this position according to the requirements outlined on the ACSEQA website. (**see Note**) • Work according to all of C&K's policies, procedures and standards as covered in the C&K Early Childhood Education Collective Agreement 2009 (Varied, Version II) • Liaise professionally with all C&K departments to ensure the high-quality operation of the service • Provide and maintain responsibility for the provision and implementation of high-quality programs using C&K's Listening & Learning Together

	• Implement C&K's Listening & Learning Together and the documentation that supports this to ensure that it makes each child's learning visible through portfolio's, engages in reflective practice, undertakes assessment to enrich children's learning and creates collaborative partnerships • Participate in all care and education duties as required with all children at the centre • Maintain complete enrolment records for each child and ensure confidentiality at all times, regarding information of a child and their family • Facilitate the Parent Advisory Group (PAG) and work with parents to facilitate fundraising ventures and social events according to the PAG Manual • Support all Educators to work according to C&K's policies and procedures • Mentor, coach and work with all Educators to meet the requirements of their position descriptions • Oversee the supervision of students within the service • Mentor, coach and work with all Educators to meet the requirements of their position descriptions including but not limited to performance enhancement, performance appraisals, and performance management • Advertise, recruit and induct Educators upon approval in accordance to C&K policies and procedures • Develop and maintain open and collaborative relationships with all families • Encourage and support parent participation within the program • Act as an advocate for early childhood leadership within the service and the wider community **NOTE: Certified Supervisor** - A Certified Supervisor is a person who holds a Supervisor Certificate which allows a person to be temporarily placed in day to day charge when the Nominated Supervisor is absent. **Organisational Responsibilities:** • To comply with all C&K policies and procedures at all times • A commitment to meeting and exceeding customer expectations • To adopt and embrace the organisation's values • To recognise and acknowledge the constraints that affect C&K and assist in making in necessary changes • To ensure the environment is kept in a safe and hygienic state at all times • To promote C&K to the local and wider communities • A commitment to work as an effective team member • To assist team members in understanding and responding to challenges, change and conflict • To ensure that all communication is completed in a professional and polite manner • To follow and practice correct fire and emergency evacuation procedures
Key Selection Criteria	**Qualifications:** • Teacher Recognition through the Office of Early Childhood Education & Care, Registration with the Queensland College of Teachers and ability to obtain a Supervisor's Certificate • Hold or willing to obtain approved child protection unit of competency (Section 162A – Qld Government Protocol Child Protection Training). • Relevant teaching or directing experience in early childhood settings • An ability to understand and oversee the financial operations of a Kindergarten service, including knowledge of the Commonwealth Child Care Benefit System • A well-developed understanding of theories of early childhood development and current research and theories impacting on the profession • A proven ability to work independently, demonstrate initiative and make decisions. • Demonstrated leadership ability with small groups and larger teams, including staff performance appraisal and management

- Demonstrated ability to develop, plan and implement a high quality, educational and child centred program, meeting the needs of individual children and the group
- Ability to mentor and support others in the provision of appropriate educational and care programs
- Highly developed interpersonal skills
- High level of written and oral communication skills
- Ability to relate to individuals of various ages, and social and cultural backgrounds
- An awareness of issues facing parents and children in relation to childcare
- Knowledge of relevant Government Acts and Regulations that relate to the operation of a Kindergarten
- An enthusiastic attitude towards the care and education of young children
- A working knowledge of the Microsoft Office suite of products with the ability to learn new software applications
- A commitment to continuing professional and personal development

Educational Program & Practice:

- Demonstrates an ability to implement and assist others to implement C&K's Listening & Learning Together Curriculum
- Demonstrates an understanding of and assists the team to understand The Early Years Learning Framework
- Demonstrates an understanding of and assists the team to understand the Queensland Kindergarten Learning Guidelines
- Demonstrates an understanding of, adheres to and assists the team to understand the Early Childhood Australia Code of Ethics
- Demonstrates the ability and assists others to make links with Listening & Learning Together, The Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines
- Effectively uses C&K's Curriculum Mapping Document when planning, documenting and evaluating the program
- Ability to plan, document and implement (in collaboration) a program for each child, taking into account their strengths, capabilities, culture, interests and experiences
- Ability to monitor, record and evaluate children's learning and experiences and make adjustments to the program where necessary
- Maintains a reflective journal (or something similar) and demonstrates critical reflection and how this then affects practice Ensures that every child has a C&K learning portfolio which records the children's learning journey Implements effective strategies to involve parents in curriculum decision making
- Supports and guides children's behaviour in positive ways
- Ability to work with and support children with additional needs
- Demonstrates recognition, acceptance and respect towards Australia's first people – Aboriginal and Torres Strait Islander people
- Supports the team to increase their knowledge and understanding of Australia's first people and how this is reflected in the curriculum
- Relates early childhood education theory to daily practice
- Regularly seeks and reflects upon curriculum advice and information from C&K Early Childhood Curriculum Advisors
- Understands and regularly attends C&K Professional Network Meetings and other professional development activities
- Critically reflects on personal beliefs and values which influence the children's program

Children's Health & Safety:

- Is responsive to each child's health needs according to C&K guidelines
- Implements and encourages effective hygiene practices
- Regularly evaluates the centre's health and hygiene practices
- Takes appropriate steps to control the spread of infectious diseases

- Implements a range of strategies to encourage healthy eating
- Has an understanding of documentation and reporting required when there is a suspected case of harm
- Demonstrates an understanding of and the ability to document, manage and control identified safety hazards
- Completes and submits quarterly WH&S inspections by the required time frames
- Demonstrates effective supervision skills of children
- Ensures the centre provides experiences, conversation and routines which promote children's understanding of health and safety topics
- Ensures the centre implements strategies and provides appropriate resources to encourage physical activity and development
- Implements strategies to evaluate and reflect upon the centre's supervision practices
- Effectively manages and plans for incidents and emergencies
- Ensures the team implements and are appropriate role models for C&K policies and protections relating to sun safety
- Demonstrates a thorough understanding of C&K Workplace Health and Safety policies and procedures

Physical Environment:

- Demonstrates an understanding of the repairs and maintenance reporting process
- Implements C&K policies and service specific strategies to ensure furniture, premises and children's equipment are safe, clean and well maintained
- Ensures the learning environment is inclusive, promotes competence, independence, exploration and learning through play
- Ensures the centre is organised and aesthetically pleasing
- Ensures there is opportunity for children to take risks in a safe environment
- Ensures learning spaces are designed and organised to encourage children's thinking, problem solving and creativity
- Ensures indoor and outdoor play spaces encourage children to learn and connect with nature

Staffing:

- Ability to organise and manage an effective staffing roster
- Communicates changes to the staff roster with families and other members of the team
- Ensures educator to child ratios and educator qualification requirements are maintained at all times
- Communicates effectively & works collaboratively with colleagues
- Builds and supports a positive team environment based on trust, respect and honesty
- Ensures professional standards guide practice, interactions and relationships
- Interactions and relationships with colleagues convey respect, equity and displays recognition of each other's strengths and skills
- Professionally manages and supports staff during conflict and performance issues according to C&K policies and procedures
- Regularly plans and implements effective team meetings
- Completes effective orientation for new employees, students and volunteers
- Provides students with constructive feedback and completes assessment in a fair and equitable way
- Provides the team with written information and updates when necessary relating C&K policies and procedures
- Plans and implements effective team meetings which meets the needs of the centre
- Plans and implements a range of initiatives which promote team work and professional communication
- Acknowledges and values the personal strengths, professional experience and diversity of colleagues
- Conducts professional interviews when recruiting staff according C&K HR procedures

- Effectively conducts annual performance reviews with all team members Provides on-going support and mentors trainees and apprentices

Relationships with Children:

- Relationships and interactions with children are genuine, warm and responsive
- Engages in interactions with children which are meaningful and supports learning
- Encourages children to interact with others with care, empathy and respect
- Demonstrates the ability to guide children's behaviour in a positive way
- Respects each child's needs, background, culture and abilities
- Treats all children equitably

Collaborative Partnerships with Families and Communities:

- Plans and regularly updates a Continual Improvement Plan in consultation with families, the local community, the team and C&K Management (in-line with Listening & Learning Together)
- Plans and implements an effective enrolment and orientation process for new families
- Displays a high level of sensitivity and addresses family concerns in a timely manner
- Advocates for the importance of the early years in laying the foundations for success in life and learning
- Forms collaborative relationships with the community
- Demonstrates excellent customer service skills
- Effectively communicates and demonstrates the ability to form collaborative relationships with families
- Takes part in genuine meaningful conversations with families about children's learning
- Implements strategies to develop working partnerships with families and engages in shared decision making when appropriate
- Listens ask questions and invites families to share ideas about their child's learning
- Considers and responds to family feedback to make changes and improvements to the program
- Provides opportunity for families to review service policies and contribute to service decisions
- Promotes and markets Listening & Learning Together with families and the local community
- Plans and implements Listing & Learning Together information evenings for families
- Provides support to families in their parenting role in a respectful manner
- Regularly attends and contributes to C&K events and conferences
- Reviews service philosophy and goals in consultation with children, families, the team and C&K management
- Plans and takes action to ensure the centre is moving towards sustainability
- Raises awareness of sustainability by providing written information and advice to families and the team
- Ensures the centre plans and implements learning experiences for children which raises their understanding of sustainability and involves families
- Regularly provides families with written communication including a monthly newsletter
- Understands and advocates the role of the Parent Advisory Group (PAG)
- Plans and implements regular (at least quarterly) Parent Advisory Group meetings
- Makes links between families and relevant community organisations and networks
- Invites members and services from the broader community to the service to enhance the program Ensures the service organises and is involved in appropriate centre and community events
- Provides information to families about community services and resources to support parenting and family wellbeing
- Implements strategies to ensure continuity of learning and smooth transitions between early childhood education and school settings
- Implements strategies to ensure inclusion and support for all families
- Continually markets the service in the local and wider community

Leadership and Service Management:

- Acts as a mentor and a support to other Educators, visiting students and centre volunteers
- Assists Educators to understand and work with the Early Years Learning Framework, The National Quality Standard and the Queensland Kindergarten Learning Guidelines (and Listening & Learning Together)
- Plans and regularly maintains a Continual Improvement Plan for the centre and self
- Disseminates knowledge to colleagues willingly
- Implements strategies to create a culture of learning within the centre
- Regularly spends time with Educators supporting the implementation of C&K's Listening & Learning Together Curriculum
- Organises and leads regular curriculum discussions at team meetings
- Ensures all children at the centre have a current and maintained C&K learning portfolio
- Willingly contributes professional knowledge at Professional Network Meetings
- Plans and implements in-house professional development activities for team members
- Attends and contributes to C&K curriculum publications and conferences
- Explores innovative curriculum practice and shares these ideas with colleagues
- Actively contributes to and implements strategies to create an environment which encourages continuous improvement

Service Utilisation and Financial Responsibilities:

- Understands C&K fee collections procedure
- Understands and follows ProMaster acquittal procedure
- Able to read, monitor and interpret centre budgets and Monthly Income and Expense Statements
- Meets budget and projected utilisation
- Implements cost saving strategies without comprising the quality of the children's program
- Understands and follows purchasing procedures i.e. purchase requests, donation proformas and procurement etc
- Understands and follows financial delegation
- Understands the general grant application process / applies for grants
- Implements a range of marketing strategies and aims to achieve 85% or more centre utilisation
- Covers staff leave and non-contact time when possible to reduce casual staffing expenses
- Implements a staff roster which meets staff to child ratios and budget

Internal C&K Processes and Procedures:

- Demonstrates a thorough knowledge and understanding of the relevant legislation relating to children's services
- Demonstrates a support of C&K's values, goals and objectives
- When necessary, seeks advice from C&K central support staff
- Demonstrates a thorough knowledge and understanding of C&K policies and procedures
- Participates and encourages staff to participate in C&K policy review
- Demonstrates the ability to complete HR paperwork and processes correctly
- Ability to complete payroll paper work correctly and by the required time frame
- Ability to complete documents such as Monthly Operations Report and Curriculum Reflections in a professional and timely manner
- Ability to develop and maintain effective administration systems
- Ability to manage time well and prioritises tasks
- Ability to create a welcoming environment
- Ability to develop a rapport with a diverse range of people
- High level of interpersonal skills
- High level oral, written and presentation skills

System Software Competencies:

- CK Staff Relief System
- KIOSK
- OneTest Recruitment System
- Intermediate QikKids
- Banking
- Microsoft Outlook
- MEX Repairs and Maintenance System
- Blackboard Collaborate
- C&K's online learning system
- ProMaster
- Intranet Navigation
- Beginners Microsoft Excel
- Intermediate Microsoft Word
- Internet Explorer
- Use of technology to enable effective implementation of the Listening & Learning Together curriculum

Additional information

The successful applicant will be required to travel, as necessary. Hold a positive (Blue Card) working with children check; current First Aid and CPR, Asthma & Anaphylaxis; and a current driver's licence. The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.

Workplace Health and Safety

Physical Job Demands Profile	
Physical Factor	**Frequency and Duration**
Standing and/or walking	**Frequent** - performed for 1/3 to 2/3 of work day, 101-500 repetitions per day, or 11-63 repetitions per hour
Sitting	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Lifting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Carrying	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Pushing and/or pulling	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Climbing	**Rare** – performed for less than 5% of a work day or less than once per day e.g. once per week
Bending and twisting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Kneeling, crouching and squatting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Reaching	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Handling and gripping – low items	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Handling and gripping – high exertion	**Rare** – performed for less than 5% of a work day or less than once per day e.g. once per week

Cognitive Job Demands Profile	
Cognitive and Psycho-Social Factors	**Frequency and Duration**
Cognitive processing	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour

Exposure to time pressure, changes to work direction and/or reduced personal control of work	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to emotional situations	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Communication	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Responsibility	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour