

## Position Description



<b>Position Title:</b>	Early Childhood Director
<b>Date:</b>	June 2023
<b>Department:</b>	Community Services
<b>Supervisor:</b>	Director Corporate and Community Services
<b>Remuneration:</b>	As per Contract of Employment
<b>Award:</b>	Queensland Local Government Industry Award – State 2017
<b>Award Allowances:</b>	As per Contract of Employment
<b>Agreement:</b>	N/A

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### OBJECTIVE OF THE POSITION

The Director will coordinate Julia Creek's Early Learning Centre in line with corporate, legislative and best practice guidelines, providing effective and efficient leadership and coordination of the day care team. The Director will design and implement an approved Queensland Government Kindergarten program in accordance with the Queensland Kindergarten Learning Guidelines and Early Years Learning Framework.

### ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

#### Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

#### To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability

- ✓ Improve financial security

## **ROLE OF DEPARTMENT**

Julia Creek Early Learning Centre aims to;

- Provide a warm, nurturing and inviting environment that accommodates each individual child and family's needs;
- Provide qualified, caring and enthusiastic Educators who will nurture each child's learning, thinking and development;
- Undertake to ensure each child settles happily and contentedly into the groups and program of the centre and that each child is nurtured and supported to develop through learning environments that cater for individual needs;
- Provide an educational play based program that caters for each individual child's development as outlined in the Early Years Learning Framework Outcomes, Principles and Practices;
- Promote and implement a program that incorporates sustainability into our everyday practice; provide an inclusive program enhancing children's awareness of, and respect for cultural differences and similarities and the role all people can provide to the community and / or the Centre;
- Engage in reflective practice so as to reflect on our actions so as to ensure all Educators participate in a process of continuous learning; nurture the belief that parents are the child's first educators and encourage parental participation and input at all times, whilst respecting individual lifestyles, values and beliefs, and their rights and opinions;
- Acknowledge that children learn about themselves and construct their own identity within the context of their families and communities and will provide, promote and welcome opportunities for community involvement.

## **DUTIES AND RESPONSIBILITIES**

- Develop and maintain positive and productive working relationships with all staff, families, management and other professionals within the Julia Creek Early Learning Centre and the wider community.
- Manage the delivery of an educational program that meets the government requirements for funded kindergarten programs and reflects the interests, strengths and needs of children both individually and collectively.
- Provide leadership to the team in the development of integrated early childhood services and build the capacity of the service to achieve high quality outcomes for children.
- Undertake all responsibilities associated with being the Nominated Supervisor in accordance with the Education and Care Services National Law Act 2011 and Education and Care Services National Regulations 2011.
- Work collaboratively with the Director Corporate and Community Services in achieving operational performance against key objectives.
- Ensure that the program is of a professional standard, meets the individual needs of the families using the service, and is based on current, innovative early childhood care and education research and practice.
- Prepare developmental progress reports and transition statements as required.
- Engage in ongoing and effective leadership and management of staff.
- Administrative duties including but not limited to software App usage, emails, accounts, enrolments and rostering.

- Supervise and support staff, volunteers and students in their roles, and facilitate the development of the team through regular staff meetings, training, effective communication and staff involvement in decision making.
- Monitor and evaluate staff performance on an ongoing basis and complete annual reviews.
- Contribute to the development and monitoring of an annual budget.
- Completion of required audit and data collation as appropriate in the effective running of the centre.

### **PERFORMANCE INDICATORS**

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Director Corporate & Community Services;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Management Responsibilities:	Early Learning Centre Staff and volunteers
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies
Expenditure:	Refer to Councils Procurement Policy

### **WORKPLACE HEALTH & SAFETY**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

## SELECTION CRITERIA

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### SC 1. Skills & Requirements

- Experience with mentoring and facilitating training (desirable)
- Demonstrated ability to engage in effective relationships with families, staff and the wider community
- Ability to present a positive image of Council;
- Ability to work autonomously and in team environment;
- Excellent communication (oral and written English), prioritisation and the ability to work independently.
- Demonstrated leadership skills and the ability to provide mentoring to Centre staff;
- Demonstrated ability to plan, work and manage time effectively with minimal supervision;
- Demonstrated understanding of confidentiality of information in relation to the Centre and Council as a whole.

### SC 2. Qualifications/Experience

- Relevant Qualifications as approved by the Australian Children's Education and Care Quality Authority (ACECQA)
  - Minimum Four Year Degree Early Childhood, or Four Year Degree in Primary Education and at least one of the following – Diploma of Children's Services or Advanced Diploma of Child Care from a Registered Training Organisation;
- Current Working With Children's Blue Card
- Current First Aid/CPR, Anaphylaxis and Asthma Certification
- Food Supervisors Certification (desirable)
- Current Queensland "C" class driver's licence
- Demonstrated experience as a Director or Early Years Teacher
- Fully vaccinated against COVID-19

### SC 3. Knowledge

- Demonstrated working knowledge of the National Quality Framework, ECS National Law and Regulations, National Quality Standard, Early Years Learning Framework & Queensland Kindergarten Learning Guidelines
- Knowledge and experience with leading and managing teams
- A high standard of verbal communication and interpersonal skills to effectively work and participate in a team based environment, liaise and negotiate with a variety of internal and external stakeholders and clients and provide good customer service.
- A working knowledge of the Workplace, Health and Safety Act 2011;
- Demonstrated ability to maintain a high level of diplomacy including sound initiative and judgment when dealing with sensitive issues.
- Demonstrated knowledge of early childhood development, programs, legislation and codes of practice as they relate to the position;
- Demonstrated knowledge of cultural, social, environmental and ethical considerations that may impact on the delivery of programs.