

POSITION DESCRIPTION



- POSITION:** Nominated Supervisor
- DIVISIONS:** Catholic Early Learning and Care
- SALARY:** Level 8.1 – 8.9 *in accordance with Cairns Catholic Early Learning and Care Outside School Hours Care (OSHC) Enterprise Agreement 2018)*
- REPORTS TO:** Operations Manager

Catholic Early Learning and Care (CELIC) as an agency of the Catholic Diocese of Cairns, is a leading provider of childcare in the Cairns region, provide quality care within our Early Learning, Kindergarten and Outside Hours School Care services.

Our aim is to create programs and services that nurture our child's imagination, wellbeing, and joy. Our staff are a part of the community we support.

YOUR OPPORTUNITY

As the Nominated Supervisor, you will be responsible for the planning, management and coordinate of the Catholic Early Learning and Care facility, whilst embracing the values and vision of our Diocese

The Nominated Supervisor may undertake a range of activities including but not limited to:

Operational:

- Ensure the highest standards of care are provided, in compliance with industry and national regulations
- Keep sensitive and private information confidential in line with the Catholic Early Learning and Care (CELIC) Confidentiality Agreement.
- In consultation with staff and families, develop and annually maintain the service Philosophy ensuring statements are linked to current theory and best practice.
- Operate service in accordance with the National Quality Standards, including the development and maintenance of the service quality improvement plan (QIP).
- Ensure that CELC policies and procedures are adhered to and that all programs comply with relevant State and Federal government statutory National Education and Care Services Law & Regulations.
- Provide feedback for, and assist with the development of, central operational policies and procedures.
- Ensure the appearance of the service remains aesthetically pleasing, safe, tidy and clean and the staff conduct themselves in a professional manner at all times.

Children – Educational Program and Practice:

- Develop a comprehensive understanding and follow the Catholic Early Learning and Care Child Protection procedures ensuring all staff are aware of their obligations.

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- Ensure the service follows the Catholic Early Learning and Care Inclusive Practices Policy, promoting social justice and equity through an attitude of acceptance and respect for all children and their families, including those with additional needs and those of all cultures.
- Create and maintain an aesthetically pleasing, welcoming environment for every child and their family.
- Ensure all staff develop an enthusiastic attitude towards the care and education of children by ensuring all staff actively engages in the children's educational and recreational play where appropriate.
- Monitor the implementation of the Spirituality in the Early Years program and the relevant national and state frameworks. (National Early Years Learning Framework - Belonging, Being, Becoming, Queensland Kindergarten Learning Guidelines, Framework for School Aged Care - My Time Our Place,)
- Ensure staff are planning, implementing and critically reflecting, collaboratively with and for individual children giving reference to the relevant national and state frameworks.
- Ensure staff are keeping accurate records of individual children to support future planning; documenting evidence of children's learning linking records to the relevant learning framework outcomes.
- Ensure staff are supporting the elements of the emergent, child-centred curriculum by maintaining environments where storage areas are well organised and free from clutter enabling staff and children easy access to equipment.
- Ensure staff are designing, developing and implementing a child-centred daily routine.
- Ensure teachers are developing end of year transition statements for all kindergarten children attending the preparatory year of school in the following year.
- Take on the role of Educational Leader or delegate accordingly

Families and Community:

- Consult with the CELC Manager on any matters of concern with regards to any child and their family.
- Build effective partnerships with families by communicating about the service activities and management, utilising service newsletters, emails, face-to-face conversations and scheduled meetings.
- Build effective partnerships and promotion of the centre with the wider community (including adjoining school and parish) through open and regular communication and involvement in out of service activities.
- Inform and collaborate with all stakeholders to produce and maintain family-centred policies.
- Involvement and mediation of families concerns and child behavioural issues. 6. Regularly inform families as to their entitlements, commitments and obligations.

Organisational Climate and Human Resources:

- Build upon and maintain a healthy Organisational Climate within the workplace by maintaining effective, respectful relationships and open communication with all team members, students and visiting personnel.
- Adhere to the Catholic Early Learning and Care Code of Conduct.
- Inform and engage staff in centre developments by providing professional development through staff meetings and centre notices.
- Demonstrate a commitment to continuing professional and personal development.
- Partake in ongoing performance reviews as directed by the CELC Manager.
- Regularly liaise with the CELC Manager and other personnel.

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- Supervise, mentor, coach and support service staff teachers, assistants, students on field placement, volunteers and other personnel in best practices.
- Establish networks with other professionals and support services.
- In consultation with the Early Learning and Care Manager select and recruit service staff.
- Provide appropriate orientation for staff ensuring all required training is completed within the given timeframes using the Staff Policy and Procedures as a guide.
- Provide a written roster for staff, to be displayed on the staff notice board at least one week in advance.
- Promote professional development opportunities to staff
- Establish individual accountability by conducting annual performance reviews

Occupational Health & Safety:

- Appropriately supervise children at all times.
- Take reasonable care for your own health and safety and take care that his/her acts or omissions do not adversely affect the health and safety of other persons.
- Follow health and safety instructions provided by the Diocesan Workplace Health and Safety Officer.
- Ensure food safety and hygiene practices are followed.
- Take care to use and maintain equipment safely and for its intended purpose, utilising Personal Protective Equipment (PPE) where required, and report any concerns regarding resource or safety issues to the Diocesan Workplace Health and Safety Officer.
- Participate in daily preparation (including risk assessment checks) and cleaning of materials and the environment.
- Report hazards and work-related injuries/incidents to the Diocesan Workplace Health and Safety Officer.
- Administer first aid when appropriate to the level of your first aid qualification
- Regularly communicate and consult with employees on safety and health matters

Financial:

- Maintain a good working knowledge of CCMS Software and the Family Law Child Care Subsidy System (CCSS), and other relevant associated Government assistance rebates and apply this knowledge where applicable.
- Ensure that attendance rolls are accurately recorded in Child Care Software and at a minimum are complete and finalised by close of business every Friday.
- Ensure the service fee policy is operational and implemented.
- Manage and maintain waiting lists and the enrolment processes.
- Complete financial accountability documents in a timely manner liaising with the Catholic Early Learning and Care Manager.
- Carry out administration tasks including budget management.
- Order and purchase new items or equipment required to support the children and program within the guidelines of annual budgets.
- Maintain an inventory of all resources and goods belonging to the service.

- Any other duties as negotiated by your CELC Manager

KEY RESULT AREAS

The Nominated Supervisor is required to demonstrate performance in the following key result areas as part of the annual review process.

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1. Work plan objectives attached to the position are met.
2. Ensure the highest standards of care are provided, in compliance with industry and national regulations
3. Operate service in accordance with the National Quality Standards, including the development and maintenance of the service quality improvement plan (QIP).
4. Develop a comprehensive understanding and follow the Catholic Early Learning and Care Child Protection procedures ensuring all staff are aware of their obligations.
5. Ensure that CELC policies and procedures are adhered to and that all programs comply with relevant State and Federal government statutory National Education and Care Services Law & Regulations.
6. Compliance with Work Health and Safety Policy and Procedures and instructions provided in respect to the Health and Safety of yourself and other persons.
 1. The Assistant Coordinator is required to demonstrate performance in the following key result areas as part of the annual review process.
 1. Work plan objectives attached to the position are met.

HOW YOU WILL BE ASSESSED - SELECTION CRITERIA

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

1. Previous experience leading and mentoring an effective team
2. Ability to respond to needs and concerns of children to ensure quality of service meets agreed standards
3. Well-developed interpersonal and communication skills with proven ability to engage and develop relationships with children.
4. Ability to deal with child behavioural difficulties and conflicts
5. Demonstrate appropriate oral, written and technological communication skills.
6. As a genuine occupational requirement, the position requires that the Employee's conduct and lifestyle align with principles of Catholic Social Teaching.

SKILLS AND OTHER REQUIRMENTS

- Completion of post-secondary course of at least two years in Early Childhood Studies or an equivalent qualification.
- Experience supervising and leading a team
- Experience in managing challenging behaviours in children and implementing support
- A current certificate in First Aid, CPR, Asthma Education and Management and anaphylaxis is required (as per ACECQA Guidelines)
- Current Positive Notice Blue Card or the ability to obtain
- Willingness to complete - Food Safety Supervisors certificate

SAFEGUARDING STANDARDS

The Roman Catholic Trust Corporation for the Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires

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that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or vulnerable adults. The organisation is fully committed to child safety and has a zero-tolerance to abuse of children or vulnerable adults.

EMPLOYEE ACCEPTANCE

Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All employees are required to carry out all duties in accordance with policies and procedures of Catholic Early Learning and Care, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

I, _____ have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

Signed

Date