



POSITION DESCRIPTION

TITLE:	Kindergarten Director
CLASSIFICATION:	In accordance with EEEA (2016)
TENURE:	Permanent Full-time (38 hours per week)
DEPARTMENT/DIVISION:	Corporate & Community Services/Early Years
LOCATION:	Edenhope Preschool
CURRENT OCCUPANT:	VACANT
MANAGER:	Early Years Coordinator

1. POSITION OBJECTIVES

This position provides a combination of early years teaching at the Goroke Kindergarten and the provision of early years administrative duties for the West Wimmera Shire Council Early Years Unit.

The position provides the following objectives:

Provide early childhood teaching services within West Wimmera Shire Council.

Develop and implement a high quality educational program that meets the individual developmental needs of each child, in consultation with families and other educators.

Provide leadership within the service as the nominated Educational Leader – supervising, educating and supporting the team of educators delivering the early childhood program, to ensure that the program objectives are met.

Operate in a professional manner at all times, and ensure that the kindergarten program meets the requirements of all Australian Children’s Education & Care Quality Authority (ACECQA) and Department of Education and Training (DET) requirements, Regulations and Law.

Operate a program in line with the National Quality Framework (NQF); Early Years Learning Framework (EYLF); and Victorian Early Years Learning and Development Framework (VEYLDF).

Assisting the Early Years Co-ordinator with undertaking strategic planning to ensure Council meets all accreditation requirements for the Early Years service, including meeting the requirements of the DET, ACEQA and any other legal requirements.

2. KEY RESPONSIBILITY AREAS

General

- Operate within the requirements of West Wimmera Shire Council's policies and procedures and West Wimmera Shire Council's Kindergarten policies and procedures.
- Support all educators and students within the service as the Educational Leader of the service.
- Support children's learning and development through the implementation of a curriculum in accordance with the EYLF and VEYLDF.
- Ensure documentation of children's learning is in line with the EYLF and VEYLDF.
- Take on the responsible delegation as the Certified Supervisor to manage, control and undertake all responsibilities associated with being the supervisor in accordance with ACECQA requirements.
- Be actively involved in the ACECQA ongoing Quality Improvement Plan and Assessment and Rating process.

Kindergarten

- Develop in consultation with Council's Early Years Coordinator, families, children and educators, an educational curriculum that is reviewed and updated regularly; and implement a program which meets the individual developmental needs and interests of the children.
- Plan for the transition of children from Kindergarten to school, including the completion of Transition Learning & Development Statements for all children.
- Provide a healthy, safe and welcoming environment and ensure that all children attending kindergarten are supervised at all times.
- Develop, record and maintain specific objectives for individual children based on written observation of children's learning.
- Provide information about the kindergarten program via newsletters, posters and notices, and communicate with families on their child's development and progress on both a formal and informal basis.
- Liaise with the Kindergarten Parent Advisory Group.
- Respect the confidentiality of information relating to families and children and comply with privacy policies.

Team Responsibilities

- Provide leadership whilst working as a member of a cooperative team and encourage other educators to contribute to program planning.
- Participate in professional development to ensure up to date knowledge in regard to current theories, practices and recommendations.
- Be responsible for the day to day supervision of co-educators, and manage any issues in conjunction with the Early Years Coordinator.
- Participate in an annual staff performance appraisal and regular review of professional development goals.

3. ORGANISATIONAL RELATIONSHIPS

Reports To:	Early Years Coordinator
Supervises:	Kindergarten Co-Educator/s
Internal Liaisons:	Kindergarten Staff Maternal & Child Health Nurse West Wimmera Shire Council Management & Staff
External Liaisons:	Families and Children Early Childhood Intervention Support Services Preschool Field Officer Department of Education & Training

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY

Responsible for:

- Ensuring that service delivery meets standards as set out by the Education and Care Services National Regulations (2011) and the Education and Care Services National Law Act (2010).
- Participate in and actively meet the requirements of ACECQA's National Quality Framework, including development of the service's Quality Improvement Plan.
- Ensure that policies and procedures of the Kindergarten and West Wimmera Shire Council are adhered to.
- Operate within budgets set by West Wimmera Shire Council.
- Maintain and collate administrative data as required
- Input into Early Years unit strategic and business plans

5. JUDGEMENT AND DECISION MAKING

- Effective management and professional guidance, mentoring and support of Co-educators, in consultation with the Early Years Coordinator.
- Use policies and procedures, regulations, frameworks and professional knowledge to solve a range of problems involving children, families and educators.
- Recommend maintenance and replacement of equipment in conjunction with the Early Years Coordinator.
- Identification and capture of data and data sources

6. SPECIALIST KNOWLEDGE AND SKILLS

- A sound understanding and knowledge of early childhood development and contemporary educational theories.
- The ability to develop, document and implement a curriculum in line with the EYLF and VEYLDF.
- The ability to identify children with additional needs and plan for them accordingly, considering input from specialist children's services and the child's family.
- Well-developed communication and organisational skills, with the ability to communicate confidently to all stakeholders.

- Good interpersonal skills and a positive approach when working with all parents, other professionals, and the community.
- Ability to complete professional reports to families, schools, and other professionals.
- Ability to use a wide range of resources and technology to effectively document children's learning.
- Sound administrative and organisational skills.

7. MANAGEMENT SKILLS

- Actively oversee and support co-educators, including providing co-educators with supervision and on the job training and guidance.
- Ability to plan and organise workload effectively for self, co-educators, volunteers and children.
- Ability to use initiative and work unsupervised as required.
- Knowledge of, and participation in the review of, policies and procedures.
- Encourage and assist in the motivation of staff and the implementation of change and initiatives.
- Ability to foster a collaborative team culture of evidence-based, best practice.

8. INTERPERSONAL SKILLS

- Excellent interpersonal skills and the ability to communicate effectively with colleagues, parents, staff at all levels, other professionals and community members.
- Strong oral and written communication skills and the ability to communicate positively and professionally with Council officers and staff, families and others.
- An ability to contribute and work effectively in a team environment.
- Well-developed leadership and self-motivation skills.
- Effective advocacy, negotiation and public relations skills.
- Effective listening skills, both with children and adults.
- Solve problems through discussion, negotiation and team work in order to maintain productivity and service standards.
- Maintain confidentiality at all times.

9. QUALIFICATIONS AND EXPERIENCE

- Approved qualifications for minimum graduate level entry as an Early Childhood Teacher (Bachelor of Early Childhood / Bachelor of Teaching – Early Childhood); and registration with the Victorian Institute of Teaching.
- Knowledge of and experience in the implementation of the Education and Care Services National Act and Regulations; National Quality Framework; Victorian Early Years Learning and Development Framework; and Early Years Learning Framework.
- Current Level 2 First Aid.
- Current Asthma and Anaphylaxis qualifications.

10. CONDITIONS OF EMPLOYMENT

- This position is a permanent full-time position with a requirement to occasionally work outside of the normal span of hours.
- A current driver's licence is required.
- Current satisfactory Police Records Check and Working with Children Check.

11. KEY SELECTION CRITERIA

- Approved qualifications for minimum graduate level entry as an Early Childhood Teacher (Bachelor of Early Childhood / Bachelor of Teaching – Early Childhood); and registration with the Victorian Institute of Teaching.
- Demonstrated ability to ensure that the kindergarten program meets the requirements of all Australian Children's Education & Care Quality Authority (ACECQA) and Department of Education and Training (DET) requirements, Regulations and Law.
- Demonstrated ability to develop and implement a kindergarten program which meets the individual developmental needs and interests of children.
- Highly developed communication skills, including demonstrated ability to prepare professional correspondence and reports.
- Demonstrated awareness of the need and requirements to maintain privacy and confidentiality.
- Ability to work positively and co-operatively as a member of a team.

12. GENERAL REQUIREMENTS

Occupational Health & Safety

The employee shall note that they have a Duty under the Occupational Health & Safety Act 2004 as follows:

Section 25 - "Duties of Employees"

25 Duties of employees

- (1) *While at work, an employee must—*
 - (a) *take reasonable care for his or her own health and safety; and*
 - (b) *take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace; and*
 - (c) *co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.*
- (2) *While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.*

Confidentiality

As an employee of West Wimmera Shire Council it is imperative that all matters dealt with by employees in the completion of their duties are treated with the utmost confidentiality. Employees are required to ensure that any matters relating to the position are not disclosed, discussed or canvassed outside the work environment. Proven breaches of confidentiality may result in disciplinary action being taken against employees.

Provision of Information & Advice

At all times the employee must ensure that any advice given on behalf of West Wimmera Shire Council is within the area of knowledge and responsibility of the employee. To achieve this employees must take care to (a) only provide information and advice on matters relevant to their role and position; and (b) ensure that where possible the most appropriate officer in the organisation provides the information and advice.

Best Value

The employee is required to participate in best value reviews of any Council area of activity relevant to their position, as required.

Risk Management and Incident/Hazard Reporting

As an employee of Council, be aware of and participate in the Council’s Risk Management Program as required. Undertake risk management activities including the reporting of incidents and hazards in accordance with Council’s Incident/Hazard Reporting Policy.

13. APPROVAL / AGREEMENT

I hereby agree to abide by the Council’s Policies and Procedures in relation to all employment and work matters.

I am aware of and have agreed to the conditions and responsibilities outlined in this Position Description and understand that:

- My performance will be continuously monitored and measured in accordance with these criteria; and
- I may be requested to work at any location within the Shire or external to the Shire if a requirement exists as part of my position.

Position Agreed to by Employee:

Name.....

Signature..... Date.....

Position Approved by Manager:

..... Date.....

Position Approved by Chief Executive Officer

..... Date.....