



## Position Description

# CENTRE DIRECTOR (NOMINATED SUPERVISOR & EDUCATIONAL LEADER)

### Position Objective

The Centre Director will provide strong intentional leadership of one of Northside's Early Childhood Centres. They will have sound knowledge of relevant legislative frameworks and use these frameworks to actively uphold the rights and best interests of children, families and educators, ensuring high quality early childhood education at all times. They will ensure that the Centre meets or exceeds the requirements of the National Quality Framework, and work to implement the Children's Services Strategic Priorities.

This position holds legislative and regulatory responsibilities including, but not limited to: quality assurance for educational programs; supervision and safety of children; entry and exit to the premises (including excursions for children), staffing arrangements, administration of medication, sleep and rest, and the preparation of food and beverages.

### Key Responsibilities

Northside's Centre Directors will:

- Undertake all responsibilities associated with being a Nominated Supervisor under the Education and Care Services National Regulations.
- Undertake the role of Educational Leader under the National Regulations and provide strong pedagogical leadership to the Centre educator team by building capability, leading curriculum direction, and building and sustaining a rigorous culture of critical inquiry.

- Ensure the health and safety of all children enrolled in the Early Childhood Centre.
- Ensure at all times the Early Childhood Centre is compliant with the National Law and Regulations and Northside's Policies and Procedures.
- Provide strong operational management of the Early Childhood Centre. This includes clear performance management of all direct reports, managing and forecasting budgets, occupancy and labour costs.
- Develop and sustain strong and respectful relationships with children, their families, educators and the community.
- Promote and uphold the principles of social justice, equity and inclusion, specifically including that Aboriginal and Torres Strait Islander cultures, perspectives and lived experiences are valued.
- Undertake advocacy leadership for every child's right to access high-quality early education; professional recognition for early childhood educators; and the principles of the National Quality Framework.

### Experience and Qualifications

- An early childhood teaching qualification as approved by ACECQA (or actively studying towards).
- Extensive leadership experience in the early childhood education sector.
- Thorough working knowledge and understanding of the National Quality Framework

- Extensive experience and confidence managing the performance of a high performing team
- A current Working with Vulnerable People (ACT) registration and card.
- Understanding of the Mandatory Reporting requirements in the ACT, as prescribed in the Children and Young People Act (1999).
- Current first aid, anaphylaxis and cardiopulmonary resuscitation training as prescribed in the Education and Care Services National Law.
- Food Safety, Handling and Hygiene training (as applicable).

## General Employment Information

**Department:** Children's Services

**Reports to:** Executive Director, Children's Services

**Employment Specifics:** Full time

All Centre Directors are required to uphold and abide by Northside's Policies and Procedures at all times.

Employment is subject to confirmation of a Working with Vulnerable People registration and card, and completion of the required probationary period.

An Individual Work Plan including key performance measures will be developed upon commencement. Performance will be reviewed on an ongoing basis including the assessment of the key responsibilities.

Northside Community Service is an Equal Opportunity Employer. We value diversity and inclusion and actively encourage applications from Aboriginal and Torres Strait Islander people, people with a disability, people from culturally and linguistically diverse communities and LGBTIQ communities.