

Position Description

Position Title: Centre Coordinator

Reporting to: Owner, General Manager

Qualifications:

- Degree in Early Childhood from a recognised University or Diploma Early Education and Care/Children's Services, or higher.
- Three Years' Experience.
- Current First Aid Certificate (renew at least every three years). Current CPR Certificate.
- Current Child Protection Training (renew every 12-24 months).
- Current Food Safety Training (renew at least every three years).
- Current Working with Children Check (renew every three years).

Responsibilities and Duties.

Key Duties:

- Responsible for the running of and day to day management of Keiki Early Learning Edgewater.
- Provide pedagogical leadership to ensure quality care and educational programs for children, direction, support and continuous learning for staff.
- Ensure all practices are performed within the best interests for the sound financial status of the business. KPIs and financial targets should be met as required.
- Meet wage ratio requirements, at all times.
- Act in the best interest of the service at all times.
- Ensure you meet all requirements as a Responsible Person and Nominated Supervisor. Take responsibility for the service and its employees.
- Provide a high quality and inclusive service, for families, children and the community.
- Ensure the philosophy, policies and procedures of Keiki Early Learning are upheld, implemented and reviewed regularly to meet relevant requirements.
- Ensure practice complies with National Quality Standards and teaching frameworks.
- Maintain compliance with the National regulations and laws as prescribed by the Education and Care Regulatory Unit, along with child protection legislation, various awards educators are employed under, privacy legislation and discrimination legislation.
- Develop and maintain training programs for Educators, Room Leaders, Educational Leaders, Early Childhood Teachers and Centre Coordinators, that promote and support the development of skills and knowledge.

In relation to children-

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status, and ensure all Educators and staff are implementing these practices.
- Ensure Educators are encouraging and supporting children in all aspects of their development.
- Act as a positive role model, demonstrating appropriate behaviour and language, and ensure all Educators and staff are implementing these practices.
- Supervise and ensure effective supervision for the children.
- Supervise and ensure that children only leave the premises with an authorised person.
- Supervise and ensure that Educators are implementing reasonable behaviour management practices.
- Supervise and ensure that all children are being provided with adequate sleep/rest opportunities.
- Ensure that children are being provided with adequate quantities of nutritious meals and drinks.
- Ensure all Educators are aware of each child and their medical needs.

- Ensure all Educators are aware of their responsibilities in administering medication to children.
- Ensure all relevant medical record keeping is maintained and updated as per regulations.
- Ensure all Educators maintain current training in First Aid, Child Protection and Food Safety.
- Encourage and support Educators to be passionate and strive to achieve personal and service goals and ensure our Service Philosophy is reflected in daily practice.
- Supervise the collection, recording and evaluation of children's records and observations, as required by the Department of Education and Communities and the National Quality Standards, and assist Educators as necessary.
- Communicate with the children in an open, honest manner and that the child's perspective is regarded as unique and special and ensure all Educators and staff members are implementing these practices.
- Have a thorough understanding of the Early Years Learning Framework and Framework for School Age Children and ensure Educators are utilising the framework to inspire independent learners.
- Ensure all staff are aware of and comply with their obligations in relation to Child Protection Laws.
- Have knowledge of and utilise data collected from AEDC to support the needs of children in your community.

In relation to families-

- Be courteous and helpful to the families in the service and ensure all Educators and staff are implementing these practices.
- Actively request family feedback.
- Complete Newsletter Content Forms regularly to ensure families are aware of what is happening in the service and can contribute to service decisions.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees, and support Educators to do the same.
- Respect the confidentiality of all information about a child; and discuss any concerns with the Owner or General Manager of Operations and Employment.
- Be familiar with all families; greet all families on a personal basis. Ensure all Educators are greeting all families. This will ensure mutual trust and open communication.
- Attend family events held at the service.
- Share information with family relating to their child and the daily activities of the service.
- Attend parent and family meetings as requested by the Owner, General Manager of Operations and Employment or parents.
- Encourage and support Educators to provide parents and families with opportunities to participate in Service decision-making and experiences.
- Ensure that all information regarding children enrolled at Keiki Early Learning and their families is confidential.
- Act as a resource person for families, sharing information about the educational program, family and parenting resources with them.

In relation to colleagues

- Encourage mentoring between staff.
- Supervise the implementation of each room's routine and the service's policies and procedures.
- Ensure all staff members are providing appropriate levels of supervision of children in all aspects of the services' routine.
- Promote the highest standard of care for the children in accordance with the National Quality Standards.
- Supervise and support staff to work as a team, sharing room responsibilities, including cleaning duties.
- Ensure all staff members are having breaks of appropriate length.

- Ensure you are providing all staff with the resources and support to maintain their mental health and wellbeing.
- Organise and participate in performance evaluations and staff reflection activities.
- Provide training and professional development opportunities for staff.
- Organise and hold team and group staff meetings that meet the needs of Keiki Early Learning.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the service. Every staff member is unique and has something to offer. Aim to tap into this wealth of knowledge and incorporate ideas in your own experiences.
- Be familiar with the Grievance Policy and aim to discuss any concerns or incidents with the Owner or General Manager of Operations and Employment for further support.
- Ensure all staff are familiar with the Grievance Policy and are aware of their obligations to discuss any concerns or incidents with you.
- Ensure all staff members are practicing safe and hygienic food handling techniques.
- Ensure all staff members are practicing safe work practices.
- Ensure all staff members are complying with appropriate nappy changing and/or toileting procedures, medication and administration requirements, and accident/illness/injury requirements.
- Encourage staff to establish and maintain community links.
- Supervise and support the Educational Leader to guide staff in observing and planning for individual children and the total learning environment.
- Supervise and support the Educational Leader to collaborate with staff to ensure that the program is continually improving.

In relation to the Educational Program

- Supervise and support the Educational Leader in the planning, implementation and evaluation of the program in consultation with Educators and the Owner and General Manager, if needed.
- Ensure the developmental records of each child are up to date, securely stored and archived as per policy.
- Ensure Educators know and implement the Early Years Learning Framework and/or Framework for School Age Children in the program and documentation.
- Ensure the implementation of the program in the indoor and outdoor environment promoting continual improvement to the quality of care and experience each child and family receives.
- Support the Educational Leader and Educators to organise any resource materials, interest areas and general preparation for each room.
- Ensure that the program is regularly evaluated, monitored and rotated so as to provide an interesting and challenging environment that meets each child's needs and interests.
- Maintain a commitment to learning and participating in professional development opportunities.

In relation to the service

- Ensure you and all staff uphold a professional image for the service.
- Maintain and ensure educators maintain a sound and current understanding of the National Quality Standards, the Early Years Learning Framework and/or Framework for School Age Children.
- Liaise with community organisations for networking opportunities.
- Maintain and ensure educators maintain awareness of current issues within the childcare industry.
- Mentor educators to work in partnerships with families.
- Demonstrate a professional level of written and verbal communication skills.
- Maintain and demonstrate and make sure educators maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children.

- Maintain and demonstrate an extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- Provide ongoing support, assistance and/or guidance/recommendations as required by the Owner and General Manager in areas of administration, program development, parent and community networking, staff professional development and training and other areas as required.
- Facilitate and maintain the Quality Improvement Planning routine.
- Inform the Owner (or General Manager in the absence of the Owner) of any issue arising that may compromise the children's health, safety or wellbeing or the efficient operation of the service.
- Oversee and guide the Assistant Coordinator's role and the Service's Educational Leader in programming, promoting commitment to continual improvement to the quality of care provided within each room
- Ensure staff members follow housekeeping practices that will maintain equipment and resources are kept at an optimal level.
- Assist the owner to ensure the physical environment complies with the Education and Care Services National Regulations.
- Assist in and supervise the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Assist in and supervise the provision of an environment that is interesting and appealing.
- Always act within and ensure educators act within the guidelines set out in the Code of Ethics (Early Childhood Australia INC.)
- Manage and oversee the program/software Xplor.
- Manage and oversee the program/software Deputy.
- And any other duties, as specified by the Owner and General Manager.

In relation to Compliance and Best Practice

Regularly conduct audits for-

- Children's enrolment records and Immunisation status
- Training and staff records and requirements
- Children's developmental needs being met
- Referral of children requiring assistance
- Safety and Cleaning checklists
- Nappy changing/toilet checklists
- Feeding / Nutrition checklists
- Children's medical or health care requirements
- All registers being maintained
- All parent communications being noted
- QIP updates (team meetings)
- Review of Policies & Procedures

In Relation to Administrative Duties

- Verify accurate utilisation records.
- Sight and verify accurate enrolment process.
- Promptly attend to general enquiry emails and phone messages.
- Ensure families undertake the orientation process.
- Maintain accurate financial records.
- Complete wage summary correctly each fortnight.
- Complete required administrative reports.
- Order stock and resources as required.
- Supervise and verify internal costs/expenditure.
- Maintain family accounts and fee records.
- Complete and manage Child Care Subsidy documentation.
- Complete and submit required QIP documentation.

- Provide content forms for newsletters.
- Provide and ensure distribution of fact and information sheets.
- Organise relevant WHS inspections/services, including but not limited to Fire Safety equipment and pest inspection.
- Perform duties related to marketing the service as negotiated with the Owner.
- Any other duties, within the scope of the position, as specified by the Owner.

Key Performance Indicators

(expected work standard)

- Ensure all practices are performed within the best interests for the sound financial status of the business.
- Financial targets are known and met, including the Wage Ratio.
- Provide pedagogical leadership to ensure quality of care and education programs for children, and direction, support and continuous learning for staff.
- Ensure the Service Philosophy, Policies and Procedures are upheld, implemented and reviewed regularly to meet regulatory requirements.
- Maintain current knowledge of theory relating to childhood education and care.
- Maintain current knowledge and understanding of evidence-based best practice approaches to teaching and learning.
- Maintain current knowledge of leadership theories and use a range of leadership styles.
- Maintain compliance with Early Education and Care National Laws and Regulations along with all legal and statutory requirements.
- Utilise critical thinking, including the ability to analyse and challenge conventional practice and ideas.
- Display a sense of purpose and direction and the ability to influence co-workers.
- Display a willingness to mentor and support educators from diverse backgrounds and with varying levels of knowledge and experience.
- Display a commitment to learning and participation in professional learning opportunities.
- Respond to children in a caring and supportive manner at all times.
- Respond to families in a welcoming and friendly manner at all times.
- Demonstrate and role model appropriate behaviour by working well within your team and treating all colleagues with respect.
- Develop and maintain training programs for Educators, Room Leaders, Educational Leaders, Early Childhood Teachers and Centre Coordinators, that promote and support the development of skills and knowledge.
- Demonstrate a deep and thorough understanding of child development.
- Display a commitment to learning and be proactive in accessing professional learning opportunities.

For more information about the Children's Services Award (2010) [CLICK HERE](#). Each service has a copy of the Award available for all employees.