



POSITION DETAILS

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| Position Title: | School Age Care – Director | | |
| Job Type: | Full Time | | |
| Reporting to: | Chief Executive Officer | | |
| Location: | QB Werribee | | |
| Classification: | Level 8 | | |
| Award: | Educational Services (Post-Secondary Education) Award 2020 | | |
| Hours: | 38 hours per week | | |
| No of Direct Reports: | Up to 10 | No of Indirect Reports | Up to 50 |

Who we are

Quantin Binnah Community Centre Inc. is a not-for-profit centre that offers a variety of services and programs to residents of the Werribee and surrounding community. These include Playgroup, Little Kinder, Kindergarten, Long Day Care, Before School Care, After School Care, Vacation Care, Adult Community and Further Education, a variety of Community Development programs, Maternal and Child Health services and Cafe QB.

Position Purpose

Accountable to Quantin Binnah Community Centre for the overall operation, management and administration of the School Age Care Program (SAC) and Vacation Care Program for primary school age children.

Along with the Assistant Director and the Team Leaders, you will oversee the development of a safe, varied and interesting school age care program incorporating before school, after school and vacation care programs, and support positivity and cohesiveness among educators, children, their families and the community.

POSITION REQUIREMENTS

| Main Duties/Responsibilities | |
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| <p>1.1 Coordination and Direction of Activities in a Welcoming Environment</p> | <p>1.1 Coordination and Direction of Activities in a Welcoming Environment</p> <ul style="list-style-type: none"> • Plan and develop a safe, varied and interesting SAC program. • Responsible for the welfare of staff and children in emergency situations. • Ensure all staff extend a warm and welcoming approach to schools, children and families. • Communicate in a timely and effective way with all relevant stakeholders, including but not limited to parents/caregiver enquiries, feedback, concerns and complaints. |
| <p>1.2 Staff Supervision and Hiring</p> | <p>1.2 Staff Supervision and Hiring</p> <ul style="list-style-type: none"> • Ensure that general supervision and leadership is provided for all employees within the service. • Ensure all processes are followed when hiring new staff including equal opportunity and respect for inclusion and diversity. • Good knowledge of adult learning principles. Consult with Team Leaders and provide support for employees through training initiatives to develop skills where needed. • Assist the team Leaders in the monitoring and implementation of the tracks program where implemented. |
| <p>1.3 Provision of a Safe Environment</p> | <p>1.3 Provision of a Safe Environment</p> <ul style="list-style-type: none"> • Responsible for ensuring a safe environment is maintained for all staff and children through strong knowledge and understanding of employer and employee obligations to safety. • Protection of the health, safety, security and wellbeing of all stakeholders, particularly children and employees. • Risk management as required under the National Regulations and notification to authorities. |
| <p>1.4 Meet Compliance Standards</p> | <p>1.4 Meet Compliance Standards</p> <ul style="list-style-type: none"> • Ensure compliance standards are managed and met, including; <ul style="list-style-type: none"> ○ Child Safety Standards; ○ Food Safety Regulations; ○ Quality Assurance Frameworks; ○ Licensing; ○ National Quality Framework. • Ensure Team Leaders maintain accurate records for each child in education and care. • Arrange and lead team meetings. • Enforce QBCC policies and procedures and ensure grievances or safety issues are positively managed in a short time frame. • Ensure confidentiality and privacy of children and their families is maintained at all times. • All other duties as reasonably requested by CEO. |

QUALIFICATIONS, SKILLS AND ABILITIES

| Qualifications, Skills and Abilities | |
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| Key Selection Criteria Essential | A minimum Diploma of Children's Services OSHC or Equivalent. Previous experience working in Out of School Hours Programs or working with school aged children. A passion for delivering quality inclusive care to school aged children. A flexible and personable approach with high levels of initiative. Team player and excellent communication skills. Excellent organisational and time management skills. Effective administration, business, marketing and financial management skills. Commitment to ongoing professional education and attendance at training sessions which may be outside normal working hours. |
| Desirable | Experience working within a community service organisation. Information Technology skills across a range of platforms including MS Office Suite. Strong knowledge of state and federal government legal compliance, Quality Assurance and effective child safety. Ability to cope effectively in an emergency or stressful situation. Experience working with children with additional needs. Current Drivers Licence. |
| Other | Current Working with Children Check. Satisfactory completion of National Police Check is mandatory for all new appointments. Current First Aid Level 2 Certificate, Anaphylaxis and Asthma Management. Successful completion of Mandatory Reporting eLearning Module. Commitment to QBCC policies and procedures. |

CAPABILITY FRAMEWORK

| Capability Framework | | |
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| Core Capability | Expected Behaviour and Work Standards | Frequency |
| Leadership of Quality Education and Care | To coordinate, supervise and direct the activities of employees engaged in the implementation and evaluation of quality education and care in a stimulating environment. | Ongoing |
| | Demonstrate and share knowledge of child development and effective approaches to facilitating children's programs. | As required |
| | To work with other staff to plan for and facilitate the inclusion of children with additional needs. | As required |
| | Be a professional role model for high quality education and care for school age children. | At all times |
| | Build the capacity of all staff by supporting and mentoring others to take on leadership roles in areas of expertise or of potential interest. | At all times |
| | Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the program. | At all times |

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| | <p>Plan, document, deliver and evaluate programs through comprehensive knowledge of child development across a range of activities suitable for school aged children.</p> <p>Oversee and lead other staff to implement quality education and care program based on a recognised school age care framework.</p> <p>Provide program balance to include flexibility, variety, fun, safety, choices and support for the physical, social and emotional wellbeing of children.</p> <p>Work with staff in observing, supporting and extending children's participation in programs.</p> <p>Adhere to National Quality Standards</p> <p>Attainment and continuity of Quality Assurance accreditation.</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As required</p> <p>At all times</p> <p>At all times</p> |
| People Management and Recruitment | <p>Conduct recruitment of new staff in line with the needs of the service and as approved by the CEO.</p> <p>Deliver comprehensive induction, performance assessment and development and training of employees, volunteers and students.</p> <p>Lead and facilitate regular team meetings ensuring staff have an opportunity for regular consultation and feedback.</p> <p>Develop staff awareness for accountability, legal liability and duty of care to children.</p> <p>Supervise and encourage employees, volunteers and students to develop strong team work skills and a supportive team environment.</p> <p>Support a culture of ongoing learning and continuous improvement across all SAC groups.</p> | <p>As required</p> <p>As required</p> <p>Monthly</p> <p>Ongoing</p> <p>At all times</p> <p>Ongoing</p> |
| Inclusive Approach for Families and Children | <p>Provide current written and verbal information about the services to families and provide opportunities for them to become involved in the service and contribute to service decisions.</p> <p>Collaborate with other organisations and service providers to enhance children's wellbeing.</p> | <p>As required</p> <p>As required</p> |
| Administration | <p>Prepare, monitor and review the services annual budget and fee structure in consultation with the CEO.</p> <p>Undertake responsibilities relating to bookings, billings, monthly income and expenditure statements and financial audit statements as required by the CEO.</p> <p>Participate in financial checks and balance systems as required by the CEO.</p> <p>Develop rosters to meet child : staff ratios and staff qualification requirements.</p> <p>Verify payslips against team rosters and forward on for processing.</p> <p>Develop and maintain employee records, including financial, workplace compliance, training and development and personal data of employees.</p> <p>Provide regular written progress reports to the CEO and Board of Management which include any concerns, fluctuations in utilisation and staffing and provide information to assist the committee to make decisions.</p> <p>Support the establishment Administrative systems to enable the service to meet all requirements.</p> | <p>Monthly</p> <p>Monthly</p> <p>As required</p> <p>Weekly</p> <p>Fortnightly</p> <p>Monthly</p> <p>Quarterly</p> |

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| | <p>Support the Quality Improvement Plan development along with Assistant Director and Team Leaders.</p> <p>Develop, implement and review relevant risk management strategies as identified, or as directed by the CEO or Board of Management.</p> | <p>As required</p> <p>Ongoing</p> <p>As required</p> |
| Organisation Branding | <p>Create a positive image of Quantin Binnah by delivering excellent customer service to all internal and external customers.</p> <p>Implementation of quality assurance at every stage of service delivery.</p> | <p>At all times</p> <p>At all times</p> |
| National Quality Framework | <p>Working knowledge of the policies and guidelines in relation to Out of School Hours Programs, particularly the National Quality Framework.</p> <p>Commitment to work with the services, educators, families and school communities through the National Quality Standards contained in the National Quality Framework to continually improve the quality of education provided to all.</p> | <p>Developed during induction</p> <p>At all times</p> |
| Child Safety Standards | <p>Ensure up to date, functional knowledge of and commitment to Child Protection Policy and Child Safe Policies.</p> <p>Ensure that reporting processes are followed for any complaints or incidences.</p> <p>Promote a shared responsibility for child safety at all levels of the organisation.</p> <p>Promote a culture where staff, volunteers, children and families feel comfortable in raising or discussing child safety concerns.</p> <p>Ensure all School Age Care Team Leaders and Educators act in accordance with Child Protection Policy at all times.</p> | <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> |
| Health and Safety / Cleanliness | <p>Supervise purchase and provision of a variety of nutritious and appropriate foods within regulated hygiene standards.</p> <p>Ensure staff work in accordance with food safety regulations including but not limited to food labelling and storage, cleanliness of dishes, benches and cooking utensils/microwave, regularly cleaning all food storage areas (inside and out) and stock rotation.</p> <p>Encourage commitment to tidy work stations during and at completion of each activity to ensure safe play environment.</p> <p>Immediately investigate reports of WHS issues from employees, assess the risk and mitigate as soon as possible.</p> <p>Complete all COVID-19 cleaning protocols according to outlined routine.</p> <p>Physical fitness to support repetitive manual handling of boxes containing toys/blocks or moving tables and chairs to support the structure of the service.</p> <p>Physical capacity to bend to children's level and engage with them with play and physical activities.</p> <p>Physical ability to be agile and steady on your feet to be able to manage the variety of possible obstacles in a school age care environment.</p> | <p>Weekly</p> <p>Daily</p> <p>Daily</p> <p>Immediately</p> <p>Ongoing</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> |

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| | Notify CEO of any injury which may impact your ability to safely move or lift equipment. Ensure proper organisation and storage of toys and materials for order and safety within all storage areas. | Daily Daily |
| Communication | Ability to communicate effectively with both internal and external stakeholders including children, staff and families from diverse cultures and backgrounds. Maintain open two - way communication with Educators and families when documenting incidents or concerns regarding children. Ensure open and non-judgmental communication with families when discussing the needs of individual children within the service. Maintain openness to collaboration with families and local community members regarding development of the needs for the service. | Daily Daily Daily Daily |
| Ongoing Learning | Eagerness to attend ongoing learning and professional development training which may be held on site and outside normal working hours. Attendance at staff meetings as required. | As required As required |
| Any other duties as reasonably required or requested by CEO. | | |

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| Relationships | Internal – SAC Assistant Director, Team Leaders, Educators, Centre CEO. External – Children, Parents, School Community and QBCC staff. |
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| Next Review Date: | |
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By signing this position description, I declare;

- that I have read and understood the inherent requirements of the role and verify that I hold the skills and abilities to perform the role as required; and
- that I do not have any pre-existing conditions that will inhibit my ability to perform my role, or any pre-existing conditions that may be exacerbated by my participation in the role.

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| Employee Name: | Signature: | Date: |
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| CEO Name: | Signature: | Date: |
| Christine Barca | Christine Barca | 02/12/2022 |