NOMINATED SUPERVISOR

POSITION TITLE:
Nominated Supervisor (could be Coordinator)

POSITION CLASSIFICATION:
• Children’s Service’s Award 2010
• Level - (insert level)
• Full time - (insert number of hours) hours per week.

HOURS OF WORK:
• (Insert number of hours) per week.
• (Insert details of the number of face-to-face hours and the number of non-contact hours, for example, for completing administration)

REPORTS TO:
Approved Provider (Management)

SUPERVISES:
Educators, staff, volunteers, students on practicum placement.

POSITION OBJECTIVE:
Responsible for managing the day-to-day operation of the service to ensure implementation and compliance with the National Quality Framework, which encompasses the Education and Care Services National Law and Regulations the National Quality Standards, and the Framework for School Age Care – My Time, Our Place in conjunction with Management.

Responsible for compliance with the current Child Care Services Handbook.

SPECIFIC RESPONSIBILITIES:

Administration:
• Manage the day-to-day operations of the service in line with the NQF and as directed by Management.
• Monitor and contribute to the development of the Quality Improvement Plan (QIP). Review and revise the QIP as required by the Regulations (Regulation 55-56).
• Oversee the assessment and rating visit by the Regulatory Authority.
• Ensure use of the premises adheres to any lease or licence that is in place.

• Keep up to date with all relevant legislation and communicate any changes to management and educators.
• Ensure compliance with the service policies and procedures. Develop and evaluate policies and procedures in collaboration with Management.
• Ensure maintenance, storage and confidentiality of all family, children and educator’s records.
• Process family fee payments and issue invoices/receipts in a timely manner.
• Manage Child Care Benefit (CCB) claims; process family fee payments, records and reports in accordance with CCB legislation.
• Manage enrolments in accordance with DEEWR Priority of Access Guidelines.
• Ensure procedures are in place to ensure that all educators and other staff comply with the service’s policies and procedures.
• Contribute to the development of the annual budget and manage expenditure in line with the agreed budget.
• Monitor petty cash expenditure and prepare a reconciliation for Management on a monthly basis.
• Manage promotional opportunities for the service, in consultation with Management.
• Participate in workshops, forums and other educational opportunities as necessary to increase personal knowledge, keep up to date with industry trends and share this knowledge with the educators and management where appropriate.
• Ensure that all prescribed information to be displayed (Regulation 173) is clearly on display within the service.
• Meet with the Management regularly (service to specify) and provide a detailed report of current and future activities and issues.
• Ensure adequate operational, licensing, risk management and work health and safety procedures are implemented and regularly reviewed.
• Purchase materials/resources and equipment for the service in consultation with management.
• Ensure that copies of the Regulations, Law, Awards and other relevant legislation are kept accessible at the service.
• Undertake any other duties as determined by management from time to time.
Staff Management:
- Ensure there are procedures in place for a certified supervisor to be placed in day-to-day charge of the service when the need arises.
- Interview and recommend the appointment of new staff in consultation with management. Maintain a casual staff list.
- Ensure all educators and staff are aware of their responsibilities under the NQF and have access to the Regulations and Law.
- Ensure all educators and staff are provided with a current Job Description.
- Follow Working With Children Check procedures for educators, volunteers, students and other staff who may have direct contact with the children.
- Ensure staff records/personnel files are established and maintained.
- Implement specified conflict resolution and problem solving techniques where necessary.
- Ensure educator’s wages are accurately processed in a timely manner.
- Ensure annual performance reviews are conducted for all permanent educators and individual training and development plans are created and maintained.
- Recommend professional development or training opportunities for educators as appropriate.
- Effectively delegate duties to team members as appropriate.
- Monitor staff leave entitlements.
- Convene regular staff meetings and provide management with minutes.

Work, Health & Safety:
- Ensure compliance with the service’s Work, Health & Safety Policies and Procedures.
- Maintain the work environment so as to minimise risk to children, educators and visitors to the service. Report identified risks so that action can be taken to rectify the issue.
- Ensure the emergency and evacuation procedures are maintained and rehearsed in accordance with the Regulations (Regulation 97).
- Respond appropriately to accidents or emergencies and ensure First Aid is applied as necessary, ensuring all treatments are recorded and the family and or regulatory authority is notified accordingly.

Program:
- Provide educators with guidance, written instruction and resources to develop, plan and implement quality programs for children that meets their physical, emotional, intellectual and social needs and which comply with the Framework for School Age Care - My Time Our Place.
- Ensure that processes are in place to comply with the requirements of the Regulations in relation to educational program and practice (Regulation 73-76).
- Utilise approved procedures to meet each child’s needs, having regard to the views of the families; advice provided by specialist advisors assisting families (where applicable); children with additional needs (and the families of these children) and the religious, cultural and linguistic requirements of the children and families.
- Ensure the program is monitored and evaluated on a regular basis by the educators and in consultation with families, children and management and that the evaluations are documented.
- Ensure that the written program is displayed at a place accessible to parents and that a copy is available on request.
- Ensure that appropriate program resources are maintained and budgeted for.

REVIEW OF THIS JOB DESCRIPTION:
This Job Description can only be amended with the approval of the Approved Provider. It will be reviewed on an annual basis, or when deemed necessary, by the Approved Provider.

EMPLOYEE DECLARATION:
I have read and understand the content of this Job Description and undertake to meet the responsibilities and duties in an appropriate manner.

Employee Name: (Please print)  
___________________________________________
Signature:  
___________________________________________
Date:  
___________________________________________

Approved Provider Witness: (Please print)  
___________________________________________
Signature:  
___________________________________________
Date:  
___________________________________________