

## Centre Director

# Job Description

<b>Position Title:</b>	Centre Director NewDay Kids (NDK) Early Learning Centre
<b>Responsible to:</b>	NewDay Kids Board
<b>Date of Commencement:</b>	January 2022 (negotiable)
<b>Staff who report to this position:</b>	Teacher/s, Diploma and Certificate III / IV Trained Educators, Support Workers (e.g. Cook, Administration Maintenance)
<b>Qualifications:</b>	Diploma in Children's Services/Degree in Early Childhood Teaching or Equivalent.  Previous experience in the same or similar role is desirable.  Additional post-graduate studies encouraged and recognised.

### Other Requirements:

- Practising Christian, actively involved in a local Christian Church (reference from current minister)
- Compliance with NSW Government ECEC Covid-19 vaccination requirements
- Current First Aid Certificate, Anaphylaxis and Asthma Management training
- Working With Children and Police Check
- DEC approved child protection training certificate
  
- Acceptance of role of Nominated Supervisor under the *Children (Education and Care Services National Law Application) Bill 2010 and Education and Care Services National Regulations*.

### Award/Agreement:

Educational Services (Teachers) Award July 2013 (NAPSA)

**Application Submission to:** [jono@newdaychurch.com.au](mailto:jono@newdaychurch.com.au)

Attention: Senior Pastor

## Job Summary

The NDK Board, as a sub-committee of the NewDay Church (NDC) Board, has overall accountability for *governance and performance* of the NDK childcare service. The Centre Director has prime responsibility for *the operation* of NDK as it impacts NDK stakeholders: the children, their parents, the NDK Board, NewDay Church, the local community, and government and regulatory authorities (as applicable to childcare services). The NDK Board will determine the policies of the Centre through consultation with the Centre Director and the Centre Director will accept direction from and report to the NDK Board. *On a day-to-day basis*, the Centre Director is supported by the NDK Board and the designated Persons with Management or Control in fulfilling the listed responsibilities, and works in collaboration with the Senior Pastor of NewDay Church to ensure the development

of NDK strategies, procedures, programs, curriculum and activities are aligned with the values and mission statements of NewDay Church.

As the Director and Nominated Supervisor, you are expected to oversee the operations of NewDay Kids Early Learning Centre, lead, guide and support a team that provides high quality early childhood education and care to children.

This includes:

- Understanding, owning, leading and establishing NewDay Church's Vision, Values and Standards (*see appendix 1*);
- Maintaining a strong working relationship with the NDC Senior Pastor;
- Developing relationships that support and partner with families;
- Ensuring NDK is compliant with the Education and Care Services National Law and Regulations and other relevant legislation;
- Ensuring NDK policies are implemented;
- Have a working knowledge of the latest science around early childhood development and instil an environment which supports brain development in the early years;
- Ensuring the NDK *Quality Improvement Plan* is implemented and that the service works towards, obtains, and retains the "exceeding" rating of the *National Quality Standard* for Early Education and Care.
- Ensuring that NDK and staff act on the organisation's commitment to continued improvement wherever possible.

## Key Accountabilities

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### Management Responsibilities

- Take on all duties and responsibilities of the Nominated Supervisor and any other duties specified by the NDK Board;
- To work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*;
- To be the responsible person in charge of NDK and in absence ensure that another responsible person (as defined by the National Law) is in charge of NDK;
- To work in accordance with the *Code of Ethics of the Early Childhood Australia*;
- To implement NDK philosophy in undertaking all other duties;
- To comply with the policies and procedures of NDK;
- Work collaboratively with the Senior Pastor and NDK Board in all areas of administrative procedures, curriculum development, parent and community liaison, staff professional development and training, and any other areas as the need arises;

- Manage recruitment processes and the employment relationship in consultation with NDK Board;
- Ensure NDK mission and values are upheld and promoted;
- Manage the billing and collection of fees, including claiming of CCS on a weekly basis;
- Manage the follow-up of outstanding debtors on a weekly basis to ensure fees are no more than 2 weeks overdue; and
- Implement new initiatives and efficiencies that allow NDK to be recognised as a centre that offers a service above the industry average.

## Leadership Responsibilities

### 1. Educational program and practice

- 1.1 Facilitate the successful implementation of the *Early Years Learning Framework* (EYLF).
- 1.2 Ensure the early childhood program meets the goals of the EYLF to help children develop:
  - » A strong sense of their identity;
  - » Connections with their world;
  - » Strong sense of wellbeing;
  - » Confidence and involvement in their learning; and
  - » Effective communication skills.
- 1.3. Ensure that NDK facilitates a play-based learning environment and develops learning programs responsive to children's ideas, strengths and abilities. These must be aligned with the NDK and NDC core philosophies as outlined in Appendix 1.
- 1.4. Implement inclusive practice and lead an environment which honours diversity.
- 1.5. Be proactive in ensuring currency in best early childhood practice.

### 2. Children's health and safety

- 2.1. Ensure children are safe and adequately supervised at all times.
- 2.2. Ensure compliance as a mandated reporter in accordance with the NDK child protection Policy.
- 2.3. Be responsible for the protection and rights of children attending NDK.
- 2.4. Ensure that the environment is safe, supportive, stimulating and educational for children.
- 2.5. Ensure all staff are aware and respond positively and consistently to children's additional needs/ requirements – diet/allergies, development etc.
- 2.6. Ensure a high standard of hygiene in compliance with procedures and policies.
- 2.7. Administer first aid or medication in compliance with procedures and policies.
- 2.8. Ensure the service's Child Protection Policy is implemented:
  - 2.8.1. Assist NDK Board to comply with child protection in the workplace – responding to allegations of reportable conduct against employees;
  - 2.8.2. Inform NDK Board of all allegations or convictions of a child protection nature against an employee, of which you become aware; and

2.8.3. Ensure the recruitment process includes the compliance with the *Working with Children Check Guidelines*.

### 3. Physical environment

- 3.1. Resource NDK with appropriate equipment and ensure the team maintain the aesthetics of the environment.
- 3.2. Facilitate timely repairs and maintenance.
- 3.3. Ensure effective processes are in place to meet WHS requirements.
- 3.4. Ensure NDK strives towards environmental sustainability in all areas.
- 3.5 Bring concepts of new site development/redevelopment or expansion to the NDK Board.

### 4. Staffing arrangements

- 4.1. Ensure staff have a working knowledge of the *Regulations* and *National Quality Framework* and meet these guidelines in their work practices.
- 4.2. Lead the professional development program within NDK.
- 4.3. Ensure staff qualifications and ratios meet the needs of NDK in accordance with the *National Regulations* and *National Quality Framework*.
- 4.4. Demonstrate strong leadership skills in education and management.
- 4.5. Contribute positively and effectively to the team environment.
- 4.6. Support and supervise all NDK staff and ensure daily organisation of staff.
- 4.7. Promote a healthy team environment and develop positive channels of communication to ensure a smooth running service.
- 4.8. Lead, guide and support staff to plan, implement and evaluate programs suitable to the individual needs, emerging skills and interests of children.
- 4.9. Lead, guide and support staff to create a safe, supportive, stimulating and educational environment for the children.
- 4.10. Lead, guide and support staff to maintain ongoing records of the child's development and daily information.
- 4.11. Participate in ongoing professional development and training programs and supervise staff through this process.
- 4.12. Conduct regular staff appraisals and support development of plans that will extend staff abilities and practices.
- 4.13. Attend staff meetings, family meetings and management meetings as required.
- 4.14. Implement NDK's Work Health and Safety policy:
  - 4.14.1. Ensure policies and procedures are implemented as per the Workplace Health and Safety Injury Management System;
  - 4.14.2. Investigate workplace hazards and ensure corrective actions are implemented;
  - 4.14.3. Ensure areas of responsibility comply with WHS legislation and injury management policies and procedures;
  - 4.14.4. Provide a consultative process for communication of WHS information allowing employee input into WHS issues;
  - 4.14.5. Ensure staff are appropriately trained in WHS, standard work method statements and risk

assessment;

- 4.14.6. Ensure standard work method statements are reviewed annually;
- 4.14.7. Provide advice and assistance on WHS issues within the service and ensure workplace inspections are carried out as per policy;
- 4.14.8. Monitor contractor performance within NDK;
- 4.14.9. Report WHS achievements and activities as required and keep all necessary record Keeping.

4.15 Manage and supervise all staff including staff appointment, rosters and payroll records.

4.16 Develop a dynamic team environment that makes NDK an 'employer of choice', through promoting staff growth and satisfaction.

## 5. Relationships with children

- 5.1. View and respect children as competent and capable.
- 5.2. Promote positive, comforting and nurturing relationships with children.
- 5.3. Ensure programs reflect emerging skills and interests of children.
- 5.4. Ensure documentation of children's learning is professionally presented and an authentic representation of children's growth and development.
- 5.5. Ensure that staff provide a supportive educational environment.

## 6. Collaborative partnerships with families and communities

- 6.1. Promote clear communication between the NDK Board, staff and families.
- 6.2. Build effective networks with early childhood practitioners within the local area and other relevant community organisations and government agencies.
- 6.3. Ensure NDK is knowledgeable and sensitive to the needs of families and the community.
- 6.4. Develop and maintain positive relationships with families.
- 6.5. Share information with families relating to their child and the daily activities of NDK.
- 6.6. Create a safe, supportive and informative environment for families.
- 6.7. Act as a resource person for families.
- 6.8. Encourage families to contribute to the NDK community.
- 6.9. Manage information which assists families to access resources within the local and wider community.
- 6.10. Be an advocate for high quality services for children in our community.
- 6.11. Build social capital by promoting community participation in decision making.
- 6.12. Manage events and experiences with children which promote awareness of our community and reflect child-centred learning.
- 6.13. Ensure students on placement are positively welcomed, supported and effectively supervised.
- 6.14. Implement evaluation strategies (e.g., satisfaction survey) to determine parents views to use for future planning.
- 6.15 Provide an environment that makes NDK a "childcare of choice", including regular communication through newsletters and regular events that encourage families, children and staff to associate.
- 6.16 Maintain a vibrant and informative NDK website.
- 6.17 Collaborate with the NDC Senior Minister to coordinate NDC / NDK partnering opportunities, including but not limited to spiritual wellbeing, pastoral care and other support opportunities that may arise.

## 7. Leadership and service management

- 7.1. Oversee NDK compliance with the requirements of the Child Care Management System, approval as a service which can receive Child Care Subsidy on behalf of clients, Inclusion Support Subsidies, JETCCFA, State Government Funding, SCAN funding and any other government funding received.
- 7.2. Submit regular monthly reports to the NDK Board on the operation of the service.
- 7.3. Participate in the preparation of the annual budget, and provide outcomes, information and guidance to the NDK Board for approval.
- 7.4. Be conversant with NDK budget and take all steps to ensure compliance with that budget.
- 7.5. Ensure the NDK Board is informed of current issues within the service.
- 7.6. Ensure the NDK Board is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of NDK.
- 7.7. Lead NDK in advocacy for children and their families.
- 7.8. Positively promote and market the centre including to governments and other agencies, and facilitate staff involvement in promotional activities.
- 7.9. Attend NDK Board meetings.
- 7.10. Ensure effective enrolment procedures and bookings.
- 7.11. Have a sound knowledge of available child care benefits and an ability to report through the Child Care Management System.
- 7.12. Understand processes to access additional funding, grants and/or subsidies.
- 7.13. Monitor NDK financial performance and make necessary adjustments to ensure compliance with NDK financial plans.
- 7.14. Develop and periodically review wage and salary structures to ensure competitive remuneration for comparable responsibilities, qualifications and experiences.
- 7.15. Develop and maintain inventory control practices for property, equipment and expendable supplies.
- 7.16. Closely monitor utilisation rates and ensure vacancies are addressed immediately.
- 7.17. Prepare reports, documents and attend meetings as directed.
- 7.18. Arrange and retain documentation of meetings held within NDK
- 7.19. Be aware of and develop skills relating to administrative functions of NDK.

## 8. Any other duties required and specified by the NDK Board

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An annual performance review of the Centre Director, in correlation with this Job Description, will be conducted jointly with the Centre Director, the Persons with Management or Control, and the Senior Pastor of NewDay Church and submitted to the NewDay Kids Board.

I understand and accept the duties and responsibilities of this Job Description.

### Employee

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Employer

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Definitions

- **NDK** NewDay Kids Early Learning Centre
- **NDK Board** Board overseeing the governance and performance of NDK (Sub-Committee of the NDC Leadership Team)
- **Senior Pastor** Senior Pastor of NewDay Church
- **NDC** NewDay Church

### References

- Children (Education and Care Services National Law Application) Bill 2010 - [www.legislation.nsw.gov.au/sessionalview/sessional/act/2010-104.pdf](http://www.legislation.nsw.gov.au/sessionalview/sessional/act/2010-104.pdf)
- Education and Care Services National Regulations - [www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf](http://www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf)
- National Quality Standard for Early Education and Care - (Schedule 1 of the Regulations)
- Code of Ethics Early Childhood Australia - [www.earlychildhoodaustralia.org.au/code\\_of\\_ethics/early\\_childhood\\_australias\\_code\\_of\\_ethics.html](http://www.earlychildhoodaustralia.org.au/code_of_ethics/early_childhood_australias_code_of_ethics.html)

### Linked Documents

- Service philosophy
- Service policies including Workplace Health and Safety Policy
- Enterprise agreement/and or award
- Service Quality Improvement Plan
- Staff Handbook

## Appendix 1

### NewDay Strategic Anchors

Strategic Anchors declare the kind of **culture** that is extremely important to NewDay Church. Culture is all about the way we think, the attitudes we carry, and the expected behaviour that sets us apart from other churches and organisations. Basically, culture is who we are when no one is looking and what we do without being asked. NewDay culture is the foundation on what we will build and how we will grow our church. It permeates and pulses through every leader, ministry and person who makes NewDay their spiritual home. These Anchors and Vision inform the operating context of NewDay Kids Early Learning Centre.

#### 1. Authentic Relationships

Authentic, honest and robust relationship with Jesus and others is at the core of who NewDay is. In other words, relationship trumps religion, and grace overrides duty.

#### 2. Others Impacting

Intentionally serving others and impacting people by our generosity, kindness and love means everything to NewDay. That means, NewDay does not exist for itself and will constantly repel selfishness.

#### 3. Willing to Have a Go

NewDay is a working church and believes every person has been given a talent, ability and strength that they must contribute to the whole in order to bring increase. Consuming, or sitting back and expecting to be provided for, is not accepted at NewDay.

## NewDay Vision

For NewDay, vision is a picture of God's preferred future for our church. Fundamentally, our vision is our purpose. It empowers our very existence, and informs every leader and ministry of the very thing God has entrusted NewDay to achieve. Our vision is encapsulated in the following sentence:

*NewDay Church has been called to be **Christ's Family Serving Others***

This vision functions in two ways: firstly as a statement as to our overarching identity and purpose as Christians and as a Church and, secondly, to define the specific values that we uphold in order to inform the direction God leads us. These values can be understood as such:

### 1. **Christ's**

We prioritise Christ in our statement because He is the most indispensable aspect of it all. Without Christ at the centre we can't hope to achieve fruitfulness in our other values. Christ is at the centre of every Christian's relationship with God. Christ is at the centre of our Church. Christ should be at the centre of all our endeavours. And so, in all things, we want to provide opportunities for Christ to grow in and with each one of us whether by one step in understanding who He is or another step closer in our relationship with Him.

### 2. **Family**

We do not exist for ourselves but we're called to be part of something bigger, something more, something relational and we recognise that as family. Just as God exists as a communal being so we are meant to as well. Families can look very different but each are where people live and journey alongside one another. Our NewDay family is bigger than those involved in our church and includes people associated with NewDay Kids, the people who visit and use our property, and the wider community around us. We build one another up, we support one another, we challenge one another and we do life together – all with Christ as the head of the family.

### 3. **Serving**

We believe that every single person is valuable to God and we want to release each and every person to flourish in the qualities, giftings and strengths that God has given them, because we want to value each person just as God does. By mobilising, equipping, encouraging and challenging people to be who they are releases them to a) appreciate who God has made them to be, and b) to live a life filled with purpose. But we also know that serving is also fruitful for the server as it brings a sense of belonging as part of a family and better connectedness to each part of the family including the head. Serving is the key action to help achieve our other values.

### 4. **Others**

We recognise that the story of God in this world is about bringing people back into relationship with God and "Others" represents those not currently in relationship with God. We are called to play our part in this mission of God and so we seek to outward reaching and positioning so that others may be impacted through the relationship we have with God, through our love, compassion, charity, grace, generosity, kindness and all things God.