

Duty Statement

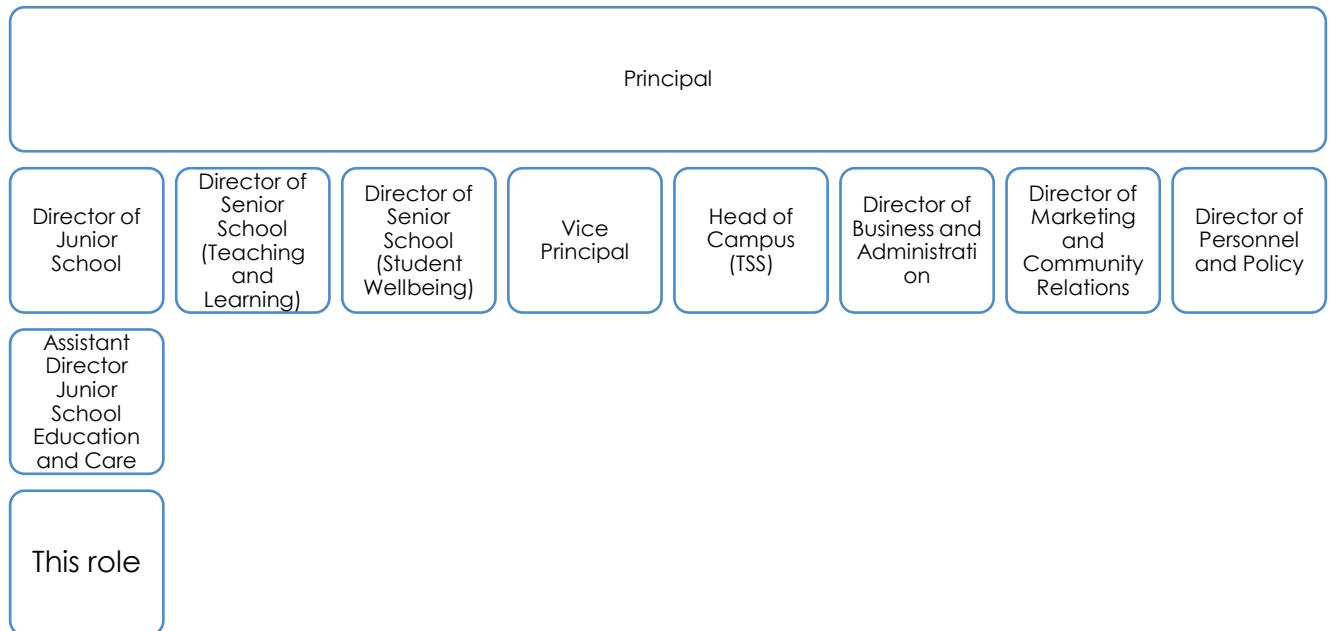
CHILDCARE COORDINATOR

All Saints' College, in partnership with its families, community and the Anglican Church, empowers children to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

Charged with the day-to-day running of the Little Saints Childcare.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Childcare Coordinator has the following key responsibilities:

Leadership

- (a) Ensure and maintain compliance with the Education and Care National Quality Framework (NQF) in all its elements, particularly the National Quality Standards.
- (b) Professional and effective leadership to the staff of the Childcare through the development of the Quality Improvement Plan (QIP).
- (c) Support the staff with their day-to-day duties.
- (d) Support the ADJSE&C to form strong communication links and rapport between College families and the College.

- (e) Liaising with the Assistant Director (AD) regarding support agencies for children who have additional or alternative needs.
- (f) Work collaboratively with all staff members of the College.
- (g) Provide professional leadership and management of staff demonstrating high quality early childhood pedagogy and appropriate strategies necessary to provide a positive and effective environment.
- (h) Liaise with the AD concerning the management and operation of programmes, enrolment, license, and budgetary and quality and regulatory requirements.
- (i) Commitment to continual improvement, enhance and promote the Childcare within the College and the broader community.
- (j) Collaborate with the AD to ensure seamless transition from Childcare to Early Learning at ASC
- (k) In conjunction with the Educational Leader, ensure the implementation of the Approved Learning Framework to the highest standards.

Wellbeing and Learning

- (a) Provide support and guidance to staff on specific matters relating to pedagogy, child development and wellbeing.
- (b) Support educators with the implementation of the Primary Carer model in order to demonstrate a high level of care and concern for all children in the Childcare programs that focusses on the whole child.
- (c) Accountable for reporting to the AD of Pastoral care concerns relating to staff, children and the wider Little Saints community.
- (d) Ensure the AD is aware of specific concerns regarding children and families as appropriate.
- (e) Maintain an up-to-date awareness of child protection policy and other legal requirements relating to the care and welfare of children.
- (f) Maintain and enhance the quality of the Childcare experience for children and families remaining abreast of latest research and thorough understanding of Early Years Learning Framework (EYLF).
- (g) Under the direction of the AD facilitate a regular process of review which focusses on continuous improvement and innovation utilising QIP and School Improvement Plan (SIP) strategies.
- (h) With the AD, monitor the wellbeing and progress of the children and assist with strategies that promote development including connection with external agencies.
- (i) Coordinate with specialists to ensure effective programming and child-centred educational experience optimising positive development for children.

Administration

- (a) Contribute to the development of the annual Childcare budget.
- (b) Contribute high quality content for inclusion in various College publications, newsletters and on the College website.
- (c) Liaise with the AD and Head of Admissions with the process of welcoming and maintaining positive connection with prospective and enrolled children and their families.

- (d) Contribute relevant data to form the basis for regular summaries, scheduled and ad hoc reports.
- (e) Keep facilities staff informed about maintenance requirement of building grounds and equipment and ensuring relevant health and safety standards are maintained or improved.
- (f) With a Primary Carer lens manage staff rosters, maintain ratios and mandated requirements, prioritising the attachment and wellbeing of children.
- (g) Oversee the staffing arrangements of the Childcare and assist the AD with staff recruitment, orientation, probation assessment, performance management and professional development.
- (h) Prepare and facilitate Childcare staff meetings in a timely and efficient manner guided by a developed charter with regular team effectiveness feedback ensuring all staff are kept informed of College matters.
- (i) Facilitate work experience and study associated with Childcare programs within the Childcare including liaising with College staff facilitating a in-house Certificate III course, or external providers of Teaching, Diploma or Certificate III qualifications.

Contact Time

- (a) The Coordinator will have a timetabled contact load, primarily around providing break relief for staff.

Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives to facilitate the day-to-day operation and promote a high quality of education and care within the College.
- (c) Attend staff meetings as required and, on occasions, extraordinary meetings.
- (d) Where possible, promote and assist in the extracurricular programme of the College, interacting with staff in activities outside the set daily timetable.
- (e) Ensure all children and families are provided with quality service in a timely, efficient and friendly manner.
- (f) Maintain professional confidentiality concerning information about staff, children and families.
- (g) Strive to implement productivity, quality, and service improvements on a continual basis.
- (h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (i) Comply with Workplace Health and Safety requirements in the workplace.
- (j) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (k) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- (l) Other duties as required having regard for Skills, Training and Experience

Selection Criteria

Essential

- TRBWA
- Tertiary EC qualifications
- WWC
- Family relationships and contacts
- Experience in EC Education and Care
 - EYLF
- Child Safety
- Growth Mindset
- Adaptability and flexibility
- Team Player

Desirable

- Leadership potential and skills
- Lead and inspire staff.
- ICT in Educational Settings

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

December 2024