



Teacher/Authorised Supervisor

Selection Criteria

1. Knowledge and Skills

Essential

- Sound understanding of the NSW Department of Community Services Children's Services Regulation 2004.
- Working knowledge of the Emergent Curriculum.
- Awareness of current issues in children's services.
- Demonstrated understanding of financial and administrative functions of the service.
- Medium to high-level computer literacy.
- Demonstrated ability in leading and managing a team of staff.
- Demonstrated ability to work in partnerships with families.
- Demonstrated professional level of written and verbal communication skills.
- Extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Extensive knowledge of Occupational Health and Safety legislation and safety issues relating to children and staff.

2. Education and Training

Essential

- Degree/Diploma in early childhood from recognised University.
- Current Senior First Aid certificate.
- Demonstrated computer literacy.
- Acceptance from Working with Children Check

3. Work Experience

Essential

- Minimum 2 years working as a teacher in children's services.

Desirable

- Experience working as an Authorised Supervisor in an early childhood setting.
- Previous experience in managing a children's services centre.
- Previous experience working in a variety of service types.

4. Attitude Requirements

Essential

- Proven ability to communicate successfully to families, children and staff members within the context of the service.
- Demonstrated commitment to ongoing professional development in the early childhood profession.
- Ability to work within the centre's policies and reflect organisational values.

5. Physical Requirements

Essential

- Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for duration.

6. Essential Requirements for Employment Under the Children's Service Regulation 2004

1. Ability to satisfy the criteria for appointment as an Authorised Supervisor.
2. An understanding of principles set out in section 202 of the Act as set out below:

- The paramount consideration of children's services is the best interests of the children.
 - Children should receive services that meet their individual's needs (including the needs of children with a disability) and enhance their physical, emotional, cognitive, social and cultural development.
 - Parents have both a right and a responsibility to be involved in the making of decisions by a children's service in so far as those decisions affecting their children.
- 3.
- Understanding of a safe environment for children, and
 - Basic knowledge of stages of physical, emotional, cognitive, social and cultural development of children, and
 - Basic knowledge of health, hygiene and nutrition needs of children.



Teacher/Authorised Supervisor

Job Description

Responsible to the Centre Director

General Responsibilities

- Be the Authorised Supervisor for Sunshine Kids.
- Ensure that the Temporary Authorised Supervisor is informed of current issues.
- Work according to the Code of Ethics of the Early Childhood Australia.
- Work according to the Children Services Regulation 2004 under the Children Care and Protection Act as determined by the NSW Department of Community Services.
- Comply with the policies and procedures of Sunshine Kids.
- Provide ongoing support and assistance to the Centre Director in all areas of administrative procedures, curriculum development, parent and community liason, staff professional development and training, and any other areas as the need arises.
- Ensure the Licensee is informed of any problem arising, which would affect the children or the smooth running of the centre.
- To manage recruitment processes and the employment relationship in consultation with the centre Director.
- Ensure effective use of Information Technology.
- Inform the head of agency all allegations or convictions of a child protection nature against an employee, of which you become aware.
- Lead the professional development and training program.
- Facilitate the successful implementation of the Quality Improvement and Accreditation System.
- Ensure the centre Director is informed of any problem arising, which would affect the children or the smooth running of the service.
- Promote open communication between Management Team and staff.
- Develop an understanding of and commitment to the components of emergent curriculum pedagogy which supports our philosophy.
- Have a commitment to Quality Improvement and Accreditation System, the centre philosophy of education and care and the Emergent Curriculum.
- Have an actively anti bias approach which is reflected in interactions with children, families and staff.
- Keep up to date with current developments in the Early Childhood field.
- Maintain the ability to use information technology.
- Resource the centre with appropriate equipment and ensure the team maintain it at a high standard.
- Build effective networks with relevant community organisations and government.
- Any other duties, within the scope of the position, as specified by the Director.

Specific Responsibilities

1. Children

- 1.1 To develop in consultation with families, Director, and centre staff a program which is appropriate to the individual needs and interests of the children and reflects the needs of the centre and the community.

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Version 2

- 1.2 To maintain the necessary child developmental records of children, and curriculum, as required by the Department of Community Services and Sunshine Kids.
- 1.3 To have direct responsibility for the management of a group or groups of children.
- 1.4 To provide a healthy, safe and welcoming environment.
- 1.5 To work with centre staff in the implementation of the program.
- 1.6 To treat each child with dignity and respect.
- 1.7 To facilitate growth & development of each child.
- 1.8 To ensure that the environment is at all times safe for children to play and explore.
- 1.9 To ensure that the children are at all times adequately supervised.
- 1.10 To form relationships with children which are comforting and nurturing.
- 1.11 To be aware of children's additional needs/requirements - diet/allergies etc.
- 1.12 To assist with the implementation of daily routines.
- 1.13 To maintain supplies and equipment levels for the room or centre.
- 1.14 To administer first aid or medication in compliance with procedures and policies.

2. Staff

- 2.1 To demonstrate strong leadership skills and the ability to contribute effectively to a team environment.
- 2.2 To support and supervise all centre staff and ensure daily organisation of staff.
- 2.3 To promote a healthy team environment and develop positive channels of communication to ensure a smooth running centre.
- 2.4 To liaise with the community and be knowledgeable of resources for the area.
- 2.5 To collaborate with staff to ensure that the program is continually improving.
- 2.6 To assist and guide staff in observing and planning for individual children and the total learning environment.
- 2.7 To advise centre Director of any grievances with staff.
- 2.8 To participate in ongoing professional development and training programs and supervise staff through this process.
- 2.9 To convene and lead staff meetings, family meetings and management meetings as required.
- 2.10 To assume an equal share of housekeeping duties.
- 2.11 To orientate new staff according to centre's policies and procedures.
- 2.12 To complete staff appraisals with staff in consultation with centre Director.
- 2.13 To be responsible for ensuring that an up to date list of casual relief staff is on site.

3. Families

- 3.1 To support families, to communicate child/children's developmental needs and to share relevant records with parents/guardians.
- 3.2 To attend parent meetings as requested by the Director or parents.
- 3.3 To share information with the family relating to their child and the daily activities of the centre.
- 3.4 To act as a resource person for families.
- 3.5 To encourage families to participate in centre decision-making and experiences.
- 3.6 To attend parent meetings as required.

4. Maintenance

- 4.1 To follow housekeeping practices, which ensure that equipment is maintained at an optimal level, and centre is kept clean and tidy.
- 4.2 To ensure that the centres building comply with the DoCS Children's Services Regulations.

5. Administration

- 5.1 To ensure effective enrolment procedures and bookings.

- 5.2 To have a knowledge of childcare benefit and government funding.
- 5.3 To participate in the development of the Annual Centre Budget.
- 5.4 To prepare reports and attend meetings as directed.
- 5.5 To closely monitor utilisation rates and ensure vacancies are addressed immediately.
- 5.6 To be aware of and review the centre's policies and procedures with current research and understandings.
- 5.7 To promote and facilitate positive communication between committee, families and staff by using mechanism such as newsletters, noticeboards and surveys.
- 5.8 To order and check supplies.

6. Physical Requirements

- 5.1 To organise a pleasant, welcoming and safe environment for children and staff.
- 5.2 To undertake the physical duties involved in working with young children in an early childhood setting on a daily basis.

Physical duties include:

- a) The setting up and packing away of the indoor and outdoor environments at the centre.
- b) To be able to kneel or sit on the floor to communicate with children at their level.
- c) To be able to carry a child in an emergency situation.
- d) To be able to perform CPR on a child lying on the ground.
- e) To be able to actively move around the environment whilst supervising children.

7. Professional

- 6.1 To keep up-to-date with current developments in the early childhood field.
- 6.2 To maintain confidentiality and adhere to the ECA's Code of Ethics.
- 6.3 To develop and evaluate own professional goals with the Director.

8. Occupational Health & Safety

- 7.1 To maintain a clean and safe work environment while complying with all Sunshine Kids safety policies and procedures.
- 7.2 To ensure policies and procedures are implemented as per the Occupational Health and Safety Management System.
- 7.3 To investigate workplace hazards and ensure corrective actions are implemented.
- 7.4 To ensure areas of responsibility comply with OHS legislation and centre policies and procedures.
- 7.5 To provide a consultative process for communication of OHS information allowing employee input into OHS issues.
- 7.6 To ensure staff are appropriately trained in OHS, standard work method statements and risk assessment.
- 7.7 To ensure standard work method statements are reviewed annually.
- 7.8 To provide advice and assistance on OHS issues within the centre and ensure workplace inspections are carried out as per schedule detailed in policies.
- 7.9 To report all workplace accidents and hazards to the Director. Implement immediate action for identified hazards if able to do so.

9. Child Protection

- 8.1 To assist the head of agency to comply with child protection in the workplace - responding to allegations of reportable conduct against employees.
- 8.2 To inform the head of agency of all allegations or convictions of a child protection nature against an employee, of which you become aware.
- 8.3 To ensure the recruitment process includes the compliance with the Working with Children Check Guidelines.

- 8.4 To ensure compliance as a mandatory reporter, which requires reporting to DoCS, where there are reasonable grounds to suspect that a child is a risk of harm.

9. Our Community

- 9.1 To manage information which assists families to access resources within our community.
- 9.2 To be an advocate for high quality services for children in our community.
- 9.3 To manage excursions and experiences with children which promote awareness of our community.
- 9.4 To ensure students on placement are effectively supervised.