

Job Description

ASSISTANT DIRECTOR
YMCA EARLY EDUCATION CENTRES

POSITION LEVEL	Full Time, Children's Service Award 2010
REPORTS TO	Director (or other person who may, from time to time, be nominated)
SUPERVISES	Child Care Centre Staff (in the absence of Director). Assists the Director to supervise staff
PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Implementation and compliance of the Education and Care Services National Law Act and National Regulation as in force, the National Quality Standards and the Commonwealth accountability guidelines. 2. Implementation and compliance with the YMCA Long Day Care Policies and YMCA Organisational Policies. 3. To assist the Director in guiding the day to day operation of the centre. 4. Is to be a Certified Supervisor, and when required provide day to day charge of the centre when the Director, who is the Nominated Supervisor is absent. However, the overall responsibility for such matters remains with the Nominated Supervisor. 5. To support staff in developing and implementing individualised programs 6. Support the development and implementation of effective procedures to meet each child's needs, having regard to the seven National Quality Framework elements : <ul style="list-style-type: none"> • Educational Program and Practice • Childrens Health and Safety • Physical Environment • Staffing Arrangements • Relationships with Children • Collaborative partnerships with families and communities • Leadership and service management 7. Establish effective liaison with parents, staff, community agencies and Management. 8. Develop marketing and promotional strategies to maximise centre usage capacity. 9. Ensure effective rostering of staff in compliance with supervisory ratios and to minimise costs. 10. Monitor and provide an appropriate level of supervision and training for staff and hold regular staff meetings, promoting a team environment. 11. Ensuring the Centre conforms with the Workplace, Health and Safety and provides a safe, healthy environment for both staff and children. 12. Attend staff meetings and Directors meetings (as required) as well as participate in ongoing training and development. 13. Be a role model for staff demonstrating the skills of leadership, teamwork, consultation, collaboration, communication, mentoring and support 14. Assist or when required the monitoring of income and expenditure. 15. Prepare, conduct and submit statistical and customer survey data and analysis as specified or required. 16. Complete all administrative and clerical tasks relating to the position including contribution as a senior staff person. 17. Maintain confidentiality in relation to staff, parents and children. 18. Continually monitor the cleanliness, safety, security and presentation of the centre in conjunction with other staff. 19. Identify and implement centre specific policies, practices and procedures and evaluate them in consultation with the Director and centre staff 20. Demonstrate a willingness/commitment to achieve centre and organisational objectives 21. Ensure management is kept informed of significant issues within the Centre. In the event of the Directors absence the Assistant Director must assume full responsibility for the operation of the centre. 22. Maintain currency of all qualifications necessary to fulfil the requirements of the position

	<p>23. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff, families and children</p> <p>24. Report identifiable risk so that immediate action can be taken</p> <p>25. Comply with the YMCA's Workplace Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document</p> <p>26. To maintain the Quality System and report any deviations from the intended system</p> <p>27. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual"</p> <p>28. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy</p> <p>29. Any other duties as required within Childcare Services or other venues as determined by the Chief Executive Officer from time to time.</p>
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KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> 1. Bachelor of Teaching (Early Childhood Education) OR Diploma of Childrens Services or equivalent 2. At least two years experience in Early Childhood Education. 3. Current Senior First Aid and CPR Certificates 4. Certificate of Suitability in accordance with the Commission of Children and Young People Act
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Authorised By: _____ Dated: 22/11/2013