

Job Description

Current as at: 10/04/2015

GROUP LEADER	
YMCA EARLY EDUCATION & HEALTH AND FITNESS CENTRES	
POSITION LEVEL	Full Time, Part Time or Casual, Children's Services Award 2010
REPORTS TO	Director or other person who may, from time to time, be nominated.
SUPERVISES	Childcare Assistants
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. Under Guidance and instruction of the Director, develop, plan and implement quality programs for children taking into consideration the following criteria: 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. 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 • Children's Health and Safety • Physical Environment • Staffing Arrangements • Relationships with Children • Collaborative partnerships with families and communities • Leadership and service management • Understanding age appropriate expectations of children 6. To create a warm, caring and happy environment for all children in the centre 7. Liaise effectively with parents and staff 8. To work with the Child Care Director in the development of marketing and promotional strategies to maximise centre usage capacity 9. Attend staff meetings and training opportunities that are provided and assist in the promotion of a team environment 10. Monitor and provide an appropriate level of supervision and on the job training for child care assistants within nominated area of supervision 11. Be aware of the Workplace Health & Safety and provide a safe, healthy environment for both staff and children in close co-operation with the Director 12. Understand and comply with YMCA Risk Management Policy and be proactively involved with strategies and initiatives that either eliminate or minimise risk 13. Provide support to the Centre Director in monitoring income and expenditure. 14. Be part of the customer service survey process 15. Continually monitor the cleanliness, safety, security and presentation of the centre in conjunction with all other staff 16. Maintain currency of all qualifications necessary to fulfil the requirements of the position 17. Be a positive role model and resource person to other staff 18. To be flexible and work in a co-operative manner to ensure the efficient operation of the centre and maintain a high level of morale 19. To create a learning environment for assistants, students and other centre staff 20. To keep up to date with current legal issues impacting on the child care industry 21. To assist the day to day operations of the centre 22. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff, families and children 23. Maintain the work environment so as to minimise risk to both customers and staff 24. Report identifiable risk so that immediate action can be taken

	<ul style="list-style-type: none"> 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 26. To maintain the Quality System and report any deviations from the intended system 27. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the “YMCA Quality Manual” 28. Must be aware of and implement the YMCA’s Safeguarding Children and Young People Policy 29. Any other duties as required within Childcare Services or other venues as determined by the Chief Executive Officer from time to time.
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> 1. Diploma in Children’s Services or equivalent. 2. Experience in Early Childhood Education. 3. Current First Aid and CPR Certificates. 4. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000. 5. Willingness to obtain an ACF Safeguarding Children Certificate.

Authorised By: _____