



POSITION DESCRIPTION NOMINATED SUPERVISOR

This position description is specific to staff employed in the role of Nominated Supervisor. It combines with the position description for Early Years Teacher and if relevant the Educational Leader.

P O S I T I O N O B J E C T I V E S

- To ensure responsibility for the day-to-day management of the service at all times, meeting the requirements of “The Kindergarten Guide” of the Department of Education and Training (DET), the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations.
 - It is the responsibility of the Nominated Supervisor to have a thorough understanding of and to work within, Shine Bright EYM policies and procedures and to ensure all other staff at the service are also kept fully updated with all Shine Bright EYM policies and procedures.
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O R G A N I S A T I O N A L R E L A T I O N S H I P S

Responsible to:

- The position is directly accountable to the Early Years Advisors, Early Years Manager, Finance Manager and the Chief Executive Officer.

Liaison with:

- All Early Years Staff at the service and shall supervise and support the Early Years teachers, co-educators, volunteers and students. The Nominated Supervisor liaises with Shine Bright EYM Head Office and works closely with the Volunteer Parent Committee, parents and local community.
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Q U A L I F I C A T I O N S A N D E X P E R I E N C E

Mandatory:

- As required for Early Education Teacher
- An appropriate level of experience within the early childhood education field
- A high level of knowledge of current National Law and Regulations, Quality and Learning Frameworks and a willingness to share and develop this expertise within the staff team.
- A high level of knowledge of the National Quality Framework, including the Education & Care Services National Law and Regulations and approved learning frameworks.

Desirable:

- The ability to work with colleagues and to take a lead role in co-ordinating and delegating tasks and responsibilities of each member of the service team
 - The ability to promote and sustain a collaborative work ethic where all staff challenge and support each other, develop skills to improve practice, and promote relationships within a positive organisational culture
 - A high level of communication skill to ensure clear and adequate discussion with and between staff, leading all staff in quality practice
 - Demonstrated effective time management skills
 - Knowledge of budgeting and an ability to work within a budget
 - Experience in change management processes and an ability to lead change with a positive problem solving approach.
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K E Y R E S P O N S I B I L I T E S A N D D U T I E S

The Nominated Supervisor will be responsible for the Kindergarten on a day to day basis. And will be responsible for ensuring the following duties are completed, delegating to other staff and/or volunteers as appropriate.

- Ensure that the kindergarten is compliant with the National Quality Framework, including the Education & Care Services National Law and Regulations and approved learning frameworks and a willingness to share and develop this expertise within the staff team.
- Ensure all staff are fully aware of all policies and their updates.
- Ensure list of reviewed policies is displayed for parents as provided by Shine Bright Central Office.
- Liaise with Shine Bright EYM Finance Manager to work within the service budget. Complete and submit purchase order requests and ensure petty cash processes are followed.
- Lead the development and implementation of the Quality Improvement Plan in consultation with all staff and families.
- To ensure regular review of the educational philosophy in conjunction with the educational leader and all staff.
- Schedule and conduct regular team educator meetings (at least twice per term), ensure accurate minutes are taken, filed and forwarded to Shine Bright Central Office. Agenda to be circulated to all staff prior to meetings.
- Report all maintenance promptly to Shine Bright Central Office using the Shine Bright EYM Maintenance Log & Procedure form. All staff can do this as discovered & if urgent please call Shine Bright Central Office immediately (AH 0427 278 399)
- Lead Strategic planning in consultation with all staff
- Update required information for display (As per the regulations, using Information for Display-Version 1.3)
- Data collection - ask other staff for information relating to their groups. Collate and submit, as this information is now live and needs to be kept constantly up-dated, any changes to groups, new enrolments, staffing needs to be forwarded to Shine Bright EYM Head Office ASAP so that the KIM (kindergarten Information Management) system can be kept updated
- Constantly monitor attendance and liaise with Shine Bright EYM enrolment officer if a child has unexplained absence of longer than 2 weeks.
- Work with families to identify and overcome barriers to attendance.
- Surveys – Shine Bright Central Office will forward surveys to family, staff & Parent Advisory Group (PAG) direct via email but some hard copies will need to be distributed to staff and families with no email access.
- Regularly review the Emergency Management Plan in consultation with the local CFA and Shine Bright Central Office.
- Regularly review Guidelines for Emergency staff, ensuring this is updated and a copy forwarded to Shine Bright Central Office.
- Ensure all staff records are kept current, sight original documents in staff record and sign copy to certify legitimate, (first aid etc.)
- Ensure all children's records, Incident, injury, trauma and illness records, and attendance records, are maintained in accordance with regulations. Including the display of current children's medical management plans and ensuring that all children with medical conditions have a risk minimisation plan and communication plan with their enrolment record.
- Risk assessment plans for excursions and incursions - each teacher to complete their own & forward a copy to Shine Bright Central Office but Nominated Supervisor to ensure that they are completed including evaluation, and filed appropriately.
- Check and respond to emails or allocate to appropriate staff
- maintain service participation and status in the Healthy Together Victoria Achievement Program
- Ensure all OHS policies and procedures are followed.
- Maintain Assess Register
- To work in a co-operative manner with Shine Bright EYM ensuring open communication on all issues pertaining to management, finances, program and regulatory requirements of the kindergarten.
- Liaising with PAG.
- Other duties may be required as directed by Shine Bright EYM Central Office.

T I M E A L L O C A T I O N F O R R O L E

Shine Bright EYM will employ an educator in the Nominated Supervisor role allocating paid additional time above the provisions in the VECTEA 2016 as follows:

- Services with 60 or less enrolled children (funded) – 0.5 hour per week
- Services with 61 to 100 enrolled children (funded) – 1.0 hour per week
- Services with 101 plus enrolled children (funded) – 1.5 hours per week

This allocation will remain in place until such time as a new Enterprise bargaining agreement is finalised for early childhood teachers and assistants. Shine Bright EYM maintains the right to withdraw this allocation at the time of the implementation of the new agreement.