



Monash  
Caulfield Child  
Care Centre

# Centre Director Position Description

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The Centre Director is the Nominated Supervisor and will be responsible for (i) the day to day function of the Centre (ii) adherence to best practice compliance and pedagogical practices (iii) strategic leadership that includes maintaining the centre's 'Exceeding' National Quality rating standard. The Centre Director is a full time position and reports to the Parent Management Committee.

## **Position Objective**

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## Organisational Context

Monash Caulfield Child Care Centre (MCCC) is a not for profit, parent committee managed centre, funded by DEECD and DHS and sponsored by Monash University. MCCC actively engages and participates in the National Quality Framework, is committed to ongoing reflective practice and continually striving for exceptional care.

Up to 50 children attend MCCC on a daily basis and are divided into 3 rooms: an Infant room (Binbeal Room; 0-2), a toddler room (Waa Room; 2-3) and a Kindergarten room (Bunjil Room, 3-5). The Bunjil room also combines a 4 year old government funded kindergarten program and a 3 year old group called the Gunnawarra group. We have a committed long-serving cohort of educators who are proactive, passionate advocates for early childhood learning.

Rated as 'exceeding' across all dimensions of the National Quality Standard, MCCC is dedicated to building a nurturing and supportive relationship with families, children, educators and the community.

## Key Selection Criteria (Also see Table 2)

### Qualifications and Experience

- Proven experience in leading early childhood services and influencing change and improvement
- Minimum requirement Diploma of Children's Services; Bachelor of Early Childhood, desirable
- Current Working with Children Check (WWCC) card
- Evidence of working to National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011
- Evidence of strategically leading the design, development and execution of high quality care and educational program based on the curriculum frameworks
- A working knowledge and understanding of the developmental needs of children aged 0-5 years, including children with additional needs
- Demonstrated experience and knowledge of the not for profit sector
- Demonstrated experience of financial management
- Valid industry-specific qualifications and training in first Aid, Anaphylaxis management, Food safety, handling and hygiene training
- Working knowledge of state government funding for kindergarten and data collection on KIM (Kindergarten Information Management System)
- Sound knowledge and understanding of federal government funding systems with regard to Child Care Subsidy and the upcoming transitions from CCB/ CCR (2/7/208)

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## Person Spec

- Alignment with MCCC core values as listed in Table 1 below
- Passion for work, culturally diverse environment
- Ability to establish warm nurturing and responsive relationships with children, families and team members (a “heart-centred” approach)
- Highly developed interpersonal and communication skills with both children and adults
- Ability to work with families, children and educators in a culturally competent manner
- Experiences in service management and staff leadership as well as the ability to work collaboratively with a Committee of Management in a cooperative and flexible manner
- Extensive knowledge of child protection procedures or interest/ ability in leading a Child Safe Organisation
- Highly-developed organisational skills

Please note: Overseas qualification must be Australian Children’s Education & Care Quality Authority (ACECQA) approved.

[www.acecqa.gov.au/national-quality-framework/qualifications-and-educator-to-child-ratios](http://www.acecqa.gov.au/national-quality-framework/qualifications-and-educator-to-child-ratios)]

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**Table 1: MCCC Core Values**

<b>Respect</b>	<b>Social Justice</b>	<b>Connectedness</b>	<b>Awareness</b>	<b>Inclusive Practise</b>	<b>Love of learning "together"</b>
<p>Promotes and embraces positive values of families and team members</p> <hr/> <p>Everybody's voice is heard, we listen to each other (allow opportunity for this to occur in forums, opportunity for self-development and confidence)</p> <hr/> <p>Communicate and share ideas (appropriate forums, shared journals, communication books etc.)</p> <hr/> <p>Is positive and shows respect by acting fairly with team members</p> <hr/> <p>Upholds confidentiality and privacy</p>	<p>Advocates for diverse and individual abilities (Recommending/ promoting individual abilities through parent education/ printed media etc.)</p> <hr/> <p>Acceptance and support for families/ children/ staff from backgrounds of disadvantage</p>	<p>Families are greeted and are made to feel welcome (all staff are open, warm and friendly when greeting all families/ staff)</p> <hr/> <p>Encourages and actively builds trust within self and families (one on one time and attention/ primary care-giver/ orientation co-ordination)</p> <hr/> <p>Fosters two way communication (established systems to stay in touch, email, face to face, phone)</p> <hr/> <p>Connection with "country" through indigenous teaching and practise (engage with community elder and use their guidance to inform education and practise/ RAP)</p>	<p>Feedback is given with empathy and acted on promptly (articulate clearly the feedback given and follow through with identified modifications/ strategies)</p> <hr/> <p>Acts ethically and appropriately (contemplates on Code of Ethics and philosophy to inform decisions)</p> <hr/> <p>Sensitivity when communicating emotional or negative information</p> <hr/> <p>Clear and honest when speaking and writing</p> <hr/> <p>Takes responsibility for problem solving</p> <hr/> <p>Adds value and provides solutions/ seeks support and clarification if needed from Committee and or Monash University</p>	<p>Respects differing values and ethics</p> <hr/> <p>Welcoming of meeting specific needs (lead and support the engagement with specialist agencies for additional support)</p> <hr/> <p>Respects diverse cultural practices (actively celebrates and participates in cultural celebrations)</p>	<p>Participates in learning and development opportunities</p> <hr/> <p>Integrates all learning into practise</p> <hr/> <p>Proactively seeks feedback from others (will ask leader or colleagues for feedback regularly)</p> <hr/> <p>Shares learning with others (is able to share learning at group forums to educate/ coach and mentor others) Leads change through education</p> <hr/> <p>Communicates with others and involves them in discussions</p> <hr/> <p>Open to new approaches and ideas (refers to contemporary theory and practise)</p>

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**Table 2: Centre Director Key Result Areas and Accountabilities**

<b>Technical</b>	<b>Operational</b>	<b>Financial</b>	<b>People, Children and Self</b>	<b>Customer Service</b>
<p>Oversee and mentor Team leaders and educators in the implementation of a high quality care and education curriculum, taking into account individual interests, strengths and abilities (QA 1)</p> <p>Oversee and monitor utilisation and waitlist systems, Enrolnow. (QA 7)</p> <p>Complete and support staff performance through the implementation of yearly individual development plans for self as well as team leaders, co-educators and other staff (QA 7.2.3)</p> <p>Advocate, and drive educators to advocate for professionalism and quality early childhood education (QA 4.2.2)</p> <p>Be an active member in local Network meetings (QA 6.2.3)</p> <p>Keep up to date with current Research (QA 7)</p>	<p>As Nominated Supervisor and Representative to the Licensee, ensure compliance with the Children's Services Act 1996 and Children's Services Regulations 2009; Education Care Services National Regulations 2011 and Education and Care Services National Law Act 2010 (QA 7)</p> <p>Liaise/communicate and report to parent management committee: meetings, reports, updates, consultation (QA 7)</p> <p>Actively participate and collaborate with Monash Co-ordinators' group and continue partnership with the University (QA 7.2)</p> <p>Embrace the Centre's Philosophy, values and ways of working considering the Code of Ethics; supporting all educators to do the same (QA 7.1.1)</p> <p>Be familiar with and ensure compliance with all Policies</p>	<p>Understand and oversee the Centre budget making strategic recommendations for financial plans and implications for the Centre (QA 7.1.2)</p> <p>Approve expenditure according to Centre budget and support all financial operations (QA 7.1.2)</p> <p>Support and oversee the team of staff who access professional development and arrange according to the budget allowance (QA 7)</p>	<p>Oversee the Coordination and collaboration among teams of educators in the implementation of a high quality developmental care and education curriculum (QA 1)</p> <p>Demonstrate a commitment to continuous improvement through practice and self-reflection (QA 7.2.1)</p> <p>Attend regular staff/team meetings, in services and professional development (QA 7.1.2)</p> <p>Develop and maintain respectful and equitable relationships with staff, developing and implementing strategies to promote staff moral with consideration for individual skills and interests (QA 4.2.1)</p> <p>Actively engage in critical reflection on all levels, including self, team leaders, educators (QA 7.2)</p> <p>Conduct One- on- one reflective conversations/ meetings to coach, mentor</p>	<p>Organise and conduct Centre tours regularly (QA 6.1.1)</p> <p>Develop and maintain respectful and equitable relationships with each family, supporting their roles as parents, respecting their values and beliefs about child rearing (QA 6.1.2)</p> <p>Engage in team collaboration with other organisations, early childcare professionals and services to enhance current best practise (QA 6.2)</p> <p>Effectively respond to feedback, complaints and concerns in a timely fashion with an aim for a positive resolution (QA 7.1.2)</p>

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	and Procedures, as well as lead the ongoing review/ research of policies via the Quality Working Group (QA 7.1.2)		and support Team leaders and educators to build their knowledge and capacity with National Quality Framework (QA 7.2)	
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I have read and acknowledge receipt of this document: \_\_\_\_\_(Name)\_\_\_\_\_ (Date)

Signature \_\_\_\_\_