



## Role Description

<b>Title:</b>	Manager: Kindergartens and Care	<b>Classification:</b>	Manager
<b>Reports to:</b>	Senior Manager: Kindergartens and Care	<b>Tenure:</b>	Continuing
<b>Location:</b>	Toowoomba Catholic Kindergartens and Care Office		

### 1.0 Purpose

The purpose of this role is to enable a strategic and coordinated response to the provision of Kindergarten and Outside of School Hours Care (OSHC) services within Toowoomba Catholic Kindergartens and Care (TCKC). The Manager: Kindergartens and Care has responsibility for supporting the Senior Manager: Kindergartens and Care in their role; leading and addressing compliance and service delivery of kindergarten and OSHC services as outlined in the TCKC Strategy.

### 2.0 Experience and qualifications

#### Essential

- tertiary qualifications in education, or other related field
- current registration through the Queensland College of Teachers, or eligibility for registration
- a minimum five years' successful experience in working within Early Childhood services
- demonstrated experience in a leadership position
- high level relational and influencing skills
- strong knowledge of legislative and regulatory requirements for early childhood education and care services
- hold a current Exemption Card for working with children issued by Blue Card Services, or the willingness to obtain an Exemption Card prior to commencing employment
- empathy with the values and ethos of Catholic education

### 3.0 Key result areas

- 3.1 advise on the development, alignment, attainment, and review of the strategic goals of TCKC
- 3.2 work with the Senior Manager: Kindergartens and Care to lead and oversee TCKC services
- 3.3 manage the recruitment, performance, management and professional development of TCKC staff
- 3.4 develop and implement policies, procedures and guidelines, in collaboration with the Senior Manager: Kindergartens and Care, to meet all legislative and regulatory requirements associated with kindergarten and OSHC services
- 3.5 implement compliance requirements associated with the delivery of kindergarten and OSHC services
- 3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations



## 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.



## Duties statement

### Manager: Kindergartens and Care

#### **3.1 Advise on the development, alignment, attainment and review of strategic goals of Toowoomba Catholic Kindergartens and Care (TCKC)**

- collaborate with the Senior Manager: Kindergartens and Care, Kindergarten Directors and Outside of School Hours Care (OSHC) Coordinators to assist in the development and implementation of the TCKC strategy
- document and report to the Senior Manager: Kindergartens and Care on the progress of initiatives in the TCKC strategy as required
- in collaboration with key stakeholders, develop policies, procedures, guidelines and associated systems for implementing and monitoring high quality service delivery in kindergarten and OSHC services

#### **3.2 Work with the Senior Manager: Kindergartens and Care to lead and oversee TCKC services**

- oversee the financial, staffing and equipment resourcing for kindergarten and OSHC services
- ensure clear communication and promotion strategies to enable the effective operation of TCKC services
- collect and analyse relevant data to monitor the achievement of benchmarks and standards in operational and educational matters
- work collaboratively with the Senior Manager: Kindergartens and Care, Kindergarten Directors, OSHC Coordinators, teachers, educators and key TCS staff to promote a sense of common mission and purpose and implement effective TCKC services

#### **3.3 Manage the recruitment, performance, management and professional development of TCKC staff**

- under the broad guidance of the Senior Manager: Kindergartens and Care, manage the recruitment, appointment and induction of all TCKC staff
- Under the broad guidance of the Senior Manager: Kindergartens and Care, manage day to day staff issues
- ensure all staff meet system requirements in health and safety and child protection procedures
- develop, facilitate and coordinate staff professional development activities
- mentor provisionally registered teachers and those studying for higher qualifications in Early Learning and Child Care
- model teaching practice in centres and provide specialised support and advice to build teaching capacity of TCKC teaching staff
- guide staff in the understanding and implementation of curriculum, including Queensland Kindergarten Guidelines, Spirituality in the Early Years (kindergartens) and My Time Our Place (OSHC)
- promote exemplary early years learning practice in relevant forums

#### **3.4 Develop and implement policies, procedures and guidelines, in collaboration with the Senior Manager: Kindergartens and Care, to meet all legislative and regulatory requirements associated with kindergarten and OSHC services**

- develop policies, procedures and guidelines that meet National regulations and laws, the National Quality Framework, and Australian Children's Education and Care Quality Authority (ACECQA) requirements, in collaboration with the Senior Manager: Kindergartens and Care
- ensure that TCKC, parents and regulatory authorities have access to the required policies, procedures and guidelines



- oversee the development of curriculum programs, and assist with writing as required
- provide expert advice and support to Kindergarten Directors and OSHC Coordinators in implementing TCKC policies, procedures and guidelines

### **3.5 Implement compliance requirements associated with the delivery of kindergarten and OSHC services**

- support kindergarten and OSHC enrolments, and compliance processes associated with enrolments
- support families through the provision of timely advice and communication
- work collaboratively with schools to develop effective transition plans from kindergarten to school
- audit and advise kindergarten and OSHC services on relevant legislative requirements to ensure compliance with National Assessment and Rating review processes
- visit kindergarten and OSHC services regularly to monitor, address, evaluate, and document compliance; including site inspections
- comply with incident reporting requirements to the Senior Manager: Kindergartens and Care, relevant authorities, and regulatory bodies
- ensure that work health and safety requirements are met within each kindergarten and OSHC service
- support Kindergarten Directors and OSHC Coordinators to meet all accreditation and review requirements

### **3.6 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the TCKC Strategy

