



*Lilly Pilly Little School
96 Kingsford Drive
Brunswick Heads NSW 2483
Ph. (02) 6685 1621*

kids@lilypillypreschool.nsw.edu.au

www.lilypillypreschool.nsw.edu.au

Position Title:	Nominated Supervisor
Responsible to:	Management Committee & Dept of Education
Date:	2022
Staff reporting to this position:	Teacher(s), Diploma trained and Certificate III trained Educators and support workers (Cook, Cleaner and administrative staff)
Qualifications:	Diploma in Children's Services or Degree in Early Childhood teaching
Other Requirements:	Current First Aid Certificate, Anaphylaxis and Asthma Management training Current Working With Children Check DEC approved child protection training certificate Acceptance of role of nominated supervisor under the Children (Education and Care Services national Law Application) Bill 2010 and Education and Care Services National Regulations.
Award/Agreement:	Educational Services Teachers Award

Job Summary

The Nominated Supervisor is responsible for managing all day to day aspects of the service's operations and provide leadership ensuring high quality education and care provision.

The Nominated Supervisor is responsible for:

- setting the tone for the facility
- managing the curriculum
- overseeing physical facilities
- recruiting and monitoring staff and managing the overall image of the centre: and developing relationships that support and partner with families.

They are also responsible to ensure compliance with all relevant laws and educational



RATED
EXCEEDING
NATIONAL QUALITY STANDARD





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frameworks governing child care, and manage the financial affairs of the child care facility.

- *Protect children and their rights.
- *Form relationships with children which are comforting and nurturing.
- *Ensure that staff are providing a supportive educational environment.
- *Develop and maintain positive relationships with families.
- *Share information with families relating to their child and the daily activities of the centre.
- *Create a safe, supportive and informative environment for families.
- *Act as a resource person for families.
- *Provide leadership to effectively contribute to a team environment to ensure the effective running of the centre.
- *Support and supervise all centre staff to ensure daily organisation of staff.
- *Lead, guide and support staff to create a safe, supportive, stimulating and educational environment for the children.
- *Build positive relationships and provide pathways for integrated service delivery where possible.

Influential Leadership & Quality Service Delivery

Act as a professional, responsive and effective liaison point for parents focusing on positive and reciprocal relationships with families keeping them informed of service management decisions.

Provide inspirational and professional leadership to build a culture of staff engagement and teamwork.

Ensure program and interactions ensure rights of children are upheld and child protection is paramount.

Develop and maintain a learning community within the service where there is a culture of reflective practice and ongoing learning to drive quality and continuous improvement.

Build and develop a leadership team within the service to develop, deliver and monitor quality curriculum consistent with the EYLF and NQS.

Act as a change agent and effectively lead and manage change.

Build positive relationships with local service providers and provide pathways for integrated service delivery where possible.

Effectively foster relationships that build the profile of the service within the wider community and with strategic stakeholders.

Maintain effective communication channels with your Manager and participate in regular professional supervision.

Communicate organisational messages clearly and consistently with staff team.



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Lead the development, implementation and monitoring of a high quality early childhood education and care program for all enrolled children that is consistent with: The service philosophy, policies and procedures

The National Quality Standards

Early Years Learning Framework

Ensure and report on service compliance with the Education and Care Services National Regulations, Education and Care Services National Law and National Quality Standards including: »»Any relevant notifications required to be made to regulatory body » Informing Management Committee of all notifications or near miss events

Develop and maintain a Quality Improvement plan, including continual self assessment of service against the National Regulations, National Law, National Quality Standards and- Child Safe Code of Conduct, including gaining staff and parent feedback regularly

Leading the service through the Assessment and Rating process including any appeals or feedback opportunities

Actively participate in Leadership Group meetings and activities.

Staff Management

Manage staff recruitment.

Develop and implement staff orientation program ensuring familiarisation with all policies and procedures.

Implement cost effective staff rosters that ensure ratio and qualification compliance.

Monitor and manage staff performance inclusive of: probationary assessment

annual (minimum) performance appraisal

individual learning and development plans for all staff.

Actively participate in performance appraisal process and continuing professional development planning.

Monitor and manage underperformance.

Support trainees (Diploma and/or Certificate III) study and assist their progress.

Administrative Management

Manage and monitor budgetary and administrative functions of the service ensuring regulatory and organisational compliance.

Development of effective strategies to monitor and ensure utilization is sustainable and strong.



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Effective monitoring of children's attendance patterns through the Centre.

Undertake utilisation and maintenance reporting and provide operational report to General Manager as per board schedule.

Weekly update of utilisation report.

Implement and monitor and review risk management plan.

Professional Conduct & Learning

Maintain and demonstrate a professional approach to work which reflects the Service philosophy, values, policies and procedures and ensures confidentiality in all aspects of the operations of the service.

Maintain current professional knowledge and awareness of contemporary ECEC practice to inform quality service delivery.

Actively participate in performance appraisal process.

Maintain a current knowledge base and awareness of current trends and evidence based research to influence and inform quality practices.

Organisational Representation

Actively support the organisation's mission, vision and values and positively represent the organisation to external contacts at all opportunities.

Actively participate in and contribute to cross-organisation projects and activities.

High levels of feedback from colleagues, families and external stakeholders.

Workplace Health and Safety (WHS)

Ensure a safe and healthy work environment at all times.

Implement and monitor effective WHS practices in accordance with regulations, legislation and Centre policy.

Understand and implement emergency management procedures as required.

Ensure the service's duty of care to children and their families is strictly maintained.

Provide a consultative process for communication of WHS information allowing employee input into WHS issues.

Ensure staff are appropriately trained to meet the WHS requirements of their position and the Centre.



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Capabilities

- ♥ Highly developed communication, interpersonal and team development skills.
- ♥ Ability to lead the team in pedagogical matters including curriculum planning and professional development.
- ♥ Ability to develop, implement and evaluate policies and procedures.
- ♥ Computer literacy
- ♥ Protect children and their rights.
- ♥ Form relationships with children which are comforting and nurturing.
- ♥ Ensure that staff are providing a supportive educational environment.
- ♥ Develop and maintain positive relationships with families.
- ♥ Share information with families relating to their child and the daily activities of the centre.
- ♥ Create a safe, supportive and informative environment for families.
- ♥ Act as a resource person for families.
- ♥ Provide leadership to effectively contribute to a team environment to ensure the effective running of the centre.
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