



Koorana Child and Family Services - Position Description

Position Title: **Preschool Director (Early Childhood Teacher)**

Reporting Relationship: General Manager -Client Services

Direct Reports: Early Childhood Educators

1. Position Purpose

Koorana works with all children, and is committed to delivering quality early childhood education, intervention and family support services that acknowledge and respect all individuals. Koorana provides a diverse range of early childhood education, intervention, therapy, and family support services across the Inner West and South West areas of Sydney and surrounding suburbs.

The Preschool Director holds the key functions of

- Nominated Supervisor
- Educational Leader

The Preschool Director is responsible for delivering a compliant and high quality service under the Education and Care Services National Law, Education and Care Services National Regulations and National Quality Standards under the National Quality Framework. Furthermore, the Preschool Director guides the development and implementation of an inclusive program to ensure the successful participation of all children enrolled in the Preschool. In doing so, the Preschool Director draws on their professional skills and knowledge to provide pedagogical support and mentoring to the team, and actively supports staff in delivering a wholly inclusive program. The position is also responsible for working collaboratively with specialist staff to ensure intervention strategies for children with additional learning needs are developed, blended into the preschool program and evaluated in consultation with both the family and the specialist team.

2. Organisational context of the position

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Management is responsible for governance and is legally responsible for Koorana's outputs. The Chief Executive Officer (CEO) is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions. The CEO, General Manager Client Services and General Manager Corporate Services form the Executive Management Team.

Koorana values self determination, access and equity, mutual respect, collaboration, and ethics & integrity. Our practice is driven by family centred principles, evidence based best practice, fostering natural community inclusion, quality management, and the key worker model.

Koorana is committed to delivering family-centred services that respect, support and enhance the vital role the family plays in their child's life and development, and recognise the ways in which a child's disability, developmental delay or challenging behaviour can impact on all family members. Koorana's programs are designed to ensure that families are well informed, have choices, and are supported in their decisions.

3. Position Responsibilities

3.1 Ensure service compliance under the Education and Care Services National Law and Regulations

- Oversee and implement compliance of the service with the Education and Care Services National Regulations, the Education and Care Services National Law and National Quality Standards under the National Quality Framework.
- Prepare and maintain the services Quality Improvement Plan and lead the service through Rating and Assessment.

3.2 Guide and drive the development and delivery of a high quality, inclusive, individualised early childhood education program in partnership with families and a trans-disciplinary team

- Participate in Koorana's intake and allocation processes.
- Ensure curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, well-being, confidence as learners and effectiveness as communicators.
- Collaboratively plan for and implement individual learning programs in consultation with families and where relevant any specialist staff, ensuring each child's knowledge, ideas, cultures, abilities and interests are the foundation of the program – undertake this directly where the Preschool Director is the Focus Educator for a child, and monitor that this practice is completed for all children by their Focus Educator, providing input and feedback where needed.
- Ensure every child experiences a sense of belonging by feeling secure, confident and included in the program.
- Provide support and coaching for staff to ensure their own practices are philosophically aligned to Koorana and to ensure Koorana delivers an inclusive program for children of all abilities.
- Support team members professional practice and service delivery by facilitating a team approach that regularly evaluates the effectiveness of the individual and group programs with regard to current best practice, research, and children's goals.
- Maintain effective communication with staff to support the successful delivery of programs that promote children's successful participation, positive educational outcomes and transitions that are planned for and managed successfully.
- Guide the team's ongoing critical reflection on children's learning and development, and delivery of the program.
- Ensure that educators and other members of the team model respectful and warm interactions with children, families, and with each other.
- Participate in the Individual Family Service Plan (IFSP) process from entry to exit for all families who have a child with additional learning needs, including attending IFSP meetings and/or supporting Focus Educators to attend the meeting where appropriate.
- Establish and maintain professional liaison with other agencies to contribute to coordinated support for children and families.
- Ensure all aspects of the program embrace and adhere to Koorana's values, Code of Conduct, and operational Policy & Procedures, the Education and Care Services National Regulations and Laws, the National Quality Standard, Work, Health & Safety (WHS) Act & Regulation (2011), Children and Young Persons (Care and Protection) Act 1998, and Keep them Safe protocols, and the Early Childhood Australia Code of Ethics.

3.3 Professional responsibilities, advocacy and representation

- Establish, maintain and file records in line with Koorana Policies & Procedures.
- Actively advocate for all children and a wholly inclusive society.
- Initiate contact and regularly liaise with other relevant professionals and organisations in a collaborative and consultative manner.
- Represent or attend relevant external meetings where appropriate.
- Participate and/or present on behalf of Koorana at conferences, workshops etc. as required.
- Take responsibility for direct student supervision and allocate the supervision of students to other educators in consultation with the Services Operations Manager Inner West.
- Contribute to and/or participate in relevant research conducted either by Koorana or an approved outside party when required
- Employ current best practice and research based principles into work performance.

3.4 Effective and timely completion of administrative tasks

- Efficient monitoring of relevant administrative tasks completed by Focus Educator and Key Worker (planning, evaluating, and reporting) concerned with the program, IFSPs (Individual Family Service Plans) and IEPs (Individual Education Plans).
- Provision of relevant statistical information as required.
- Ensure the team operates within its budget.
- Provide information to the Service Operations Manager to support annual budget preparation.
- Completion of PDSP funding applications for children with additional learning needs, in consultation with individual children's key worker.
- Contribute to acquittal and reporting processes as required for relevant funding bodies.
- In consultation with Services Operations Manager managing specific task/projects as required.

4. Key Selection Criteria

Qualifications

- University Degree specialising in Early Childhood Education as approved by ACECQA.

Experience & Skills

- A theoretical understanding of early child development and proven understanding of evidence based practice in early childhood education and care.
- Experience working with children of all abilities within an early childhood setting.
- Knowledge of applicable early childhood education law & regulations and the NSW disability standards, and experience in their practical application.
- Understanding of Early Childhood Intervention processes.
- Experience in leading and supporting educators.
- Experience in working collaboratively with external professionals to facilitate specific learning outcomes.
- Excellent communication and interpersonal skills.
- Demonstrated ability to take initiative, prioritise, plan ahead, anticipate risks and problem solve.
- Demonstrated ability to work in a culturally diverse community.
- Proficiency with Microsoft Office computer applications.

Personal attributes

- Respect for the philosophy and values held by Koorana.
- Exceptionally well organised.
- Current First Aid Certificate (including asthma and anaphylaxis management).

5. Personal and Professional Development

- Membership of the appropriate relevant professional body/organisation (e.g. ECA, ECIA).
- Attend internal/external training as appropriate.
- Participate in a performance development & review process.
- Participate in at least one unpaid, out of hour's community activity in each calendar year (e.g. AGM, local festivities etc.).

6. Confidentiality

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.