

**Position Description – Tharawonga Mobile Preschool Director**

<b>Job Title</b> Tharawonga Mobile Resource Unit Director	<b>Reports To</b> Social Services Manager	<b>Supervisory Responsibilities</b> 3 x Early Childhood Educators Trainee Early Childhood Educator
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**Applicable Award**

Local Government (State) Award 2014

**Overall purpose of the position**

The person appointed to this position is responsible for the management and co-ordination of all areas of the Tharawonga Mobile Resource Unit, based in North Star. They are responsible for the efficient provision of quality care and education for the children in accordance with the requirements of Gwydir Shire Council, the Department of Family and Community Services (FaCS) and the Australian Government Department of Education (DoE).

**Employment Hours**

This position full time position for 35 hours per week.

**Remuneration**

This position is classified as Band 3, Level 2, Grade 9, in Council’s competency based salary system, with a salary range of \$64,775.85 - \$71,415.37.

**Tasks and responsibilities** Other duties may be assigned.

- Develop operational and strategic goals and objectives for the Tharawonga Mobile Resource Unit for inclusion in Gwydir Shire Council’s Management Plan.
- Develop, evaluate, review and modify all policies and position descriptions relating to the mobile preschool as required.
- Continuously evaluate the aims and objectives of the Tharawonga Mobile Preschool and the performance levels achieved to maintain the highest quality of

care and education at all times.

- Develop formal plans for the continued development of the Tharawonga Mobile Preschool in response to families, community needs and government requirements to maintain the highest quality of care and education at all times.
- Manage enrolments and maintain waiting lists to ensure that the Tharawonga Mobile Resource Unit constantly operates at its maximum capacity.
- Complete attendance records for both staff and children.
- Report/refer any extraordinary matters to FaCS for consideration and undertake any required action.
- Ensure developmental records are maintained for each child, to form a basis of programming for individual needs.
- Develop and implement programs for daily activities and group situations to stimulate the children in all areas of their development.
- Integrate children with additional needs into the existing program, including working harmoniously and efficiently with additional needs personnel from external services where necessary.
- Establish a positive, communicative relationship with parents, updating them on their children's progress and/or developmental issues.
- Provide opportunities for parent involvement and encourage them to provide feedback.
- Write reports and complete all documentation as required by Council, Government departments and individual children or family needs.
- Attend and contribute to meetings with Council staff to discuss matters concerning the management and operation of the Mobile Preschool.
- Take responsibility for the administration of the adopted budget and preparation of quarterly reviews.
- Ensure that a high standard of hygiene and cleanliness is maintained to enhance the safe environment of the Tharawonga Mobile Preschool.
- Driving truck to Service locations, setting up activities for the children and packing up at the end of the day.

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## Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

### Organisational relationships:

- The position reports to and is responsible to the Social Services Manager.
- Internally, the position is required to liaise with managers, supervisors and employees throughout the organisation.
- Externally, the position is required to liaise with parents/guardians, children, schools, educational service providers, social workers and government departments.

### Requirements of the Role.

***The following criteria will be highly regarded. It is essential that these criteria are addressed in applications.***

#### Essential

- Degree in Early Childhood Education
- Ability to satisfy the criteria for Authorised Supervisor
- Current First Aid Certificate.
- Experience in planning, implementing and maintaining curriculum and educational records.
- Up-to-date knowledge of Licensing and FaCS regulations, WHS regulations and DoE requirements.
- Class C Driver's Licence, with ability/experience driving a small truck.
- Demonstrated skills in managing information in a professional, discreet and confidential manner.

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**Desirable**

- Experience in a leadership position including the co-ordination and management of staff.
- Ability to work under flexible conditions and adapt to change.

**Child Protection Laws in NSW require applicants for children's services positions to possess a current working with children number. The preferred applicant will be required to undergo a pre-employment health screening prior to appointment.**

**Employment Declaration**

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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