

POSITION DESCRIPTION

Assistant Manager/Pre school Teacher



POSITION TITLE	: Assistant Manager/Preschool Teacher
HOURS OF WORK	: 38 hours
SALARY	: \$41,930 - \$45,052 + 9% superannuation. Attractive salary packaging available via non taxable fringe benefits of \$16 K and other non taxable employer sponsored child care.
Date	: 21st August 2008

Key Responsibilities

1. Co-ordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs with specific responsibility for the preschool program.
2. Contribute to the development and implementation of Northside Community Service's policies.
3. Co-ordinate centre operations including Occupational Health and Safety, program planning and staff training and development.
4. Responsible for the day-to-day management of the centre or service in the absence of the Manager and maintain compliance with licensing and statutory and quality assurance requirements.
5. Liaise with parents/carers relative to child's development, program, daily interaction and behavioural issues.
6. Maintain high standards within rooms and centre as a whole, ensuring a clean, tidy and safe environment for both staff and children.
7. Develop, implement, evaluate and assist in daily care routines including nappy changing and toileting, cleaning, gardening, general maintenance, washing, preparation and serving of meals.
8. Record observations of individual children or groups for program planning purposes and ensure that records are maintained accurately for each child in care.
9. Attend to first aid and administer medication.
10. Other duties as directed.

11. Ensure all appropriate actions are taken to observe the Occupational Health and Safety Act, relevant Regulations and Northside Community Services OH&S and Risk Management Policies and associated procedures.

Key Selection Criteria

1. Proven ability to work as a team leader and multi task.
2. Knowledge of Quality Improvement and Accreditation System.
3. Demonstrated experience in guiding the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
4. Understanding of or willingness to learn the day-to-day management of a childcare centre.
5. Contribute to the effective communication and liaison with families, advisory groups, Northside Community Service Management and external agencies.
6. Experience in staff training and staff/student supervision
7. Commitment to the implementation of the principles of workplace diversity, participative work practices and occupational health and safety.

Qualification and Experience

1. [AQF 5] Diploma in Children's Services or equivalent or a Early Childhood Teaching Degree
2. Current First Aid Certificate
3. Current Drivers Licence desirable.

Organisation Relationship

Reports to : Centre Manager and NCS Management
Supervises : Staff, students, volunteers
Internal Liaison : Staff
External Liaison : Clients, families, agencies

General Information

1. A performance agreement is to be developed within three (3) months of appointment. The initial performance criteria will be reviewed on an ongoing basis in the context of assessing achievement of strategic directions, key results and program outputs.
2. Employment is subject to Police Records Check and completion of probation period of three months from the commencement of employment.
3. Organisational Values

Employees are expected to work within Northside Community Service's values to provide quality community service encompassing, commitment, professionalism, trust, equity, respect, openness, and enjoyment:

- Commitment:* Professional dedication to groups and individuals in the community or the workplace
- Professionalism:* Ethical and consistent behavior and organisational identity
- Trust:* Confidence and belief in each other and in oneself
- Equity:* Fairness, justice and equal access for all
- Respect:* To value others
- Openness:* Honest and open communication and appropriate responses in all aspects of our work
- Enjoyment:* Satisfaction and happiness in the Workplace