

Position Title:	Assistant Manager – Early Years (Qualified with a minimum of Diploma of Children’s Services)	
Reports to:	Early Years Manager	
Hours of employment:	Assigned to position, based on operational requirements	
Tenure:	One year performance based contract	
Date issued:	Issued to:	Issued by:

Our Vision

Providing healthy and nurturing learning environments for our children, families and community

1. POSITION OBJECTIVES

This role is required to undertake in a variety of tasks to meet the needs of children, families and the organisation, in accordance with the Education and Care Services National Regulations / Law (WA) 2012 and Gowrie (WA) Inc. policies and procedures.

- To be an integral member of a harmonised, multi-disciplinary staff team with a shared focus on the achievement of Gowrie (WA) Inc.
- Provide a key service in ensuring that the objectives of the organisation, the Early Years Learning Framework and National Quality Standards are delivered at exemplary standards.
- As a member of the wider Leadership Team, contribute and support the Leadership Team in the achievement of the Gowrie WA strategic plan.
- Responsibilities will be reviewed periodically in line with service and organisational priorities, legislative requirements, applicable laws and frameworks, and as such duties may change or new duties be introduced after consultation with individuals.

2. REQUIREMENTS OF THE ROLE

NB: all requirements are essential unless otherwise stated.

Skills

- Excellent communication skills.
- Proven ability to contribute to the development of a productive team culture and to actively participate in, and contribute, to team and organisational outcomes.
- Well-developed supervisory, problem solving, organisational and time management skills.
- Excellent customer service skills.
- Excellent interpersonal skills with the ability to liaise effectively with a diverse range of people.
- Commitment to continuous improvement.
- Willingness to participate in workplace change processes.
- Well-developed administration skills and sound skills in using a computer.

Knowledge

- Excellent knowledge and understanding of early childhood development, care, and education
- Excellent knowledge of the National Quality Framework and the Early Years Learning Framework.
- Sound knowledge and understanding of theories and practices relating to early education and care.
- Sound understanding and experience in leading and managing small teams.

Qualifications and Experience

- Hold a Diploma of Children's Services or a higher qualification in Early Education and Care or relevant qualifications in accordance with Education and Care Services National Regulations / Law (WA) 2012.
- Hold a Certified Supervisor's certificate or be willing to obtain one within three months of appointment date.
- Take on the role of Nominated Supervisor as required.
- Hold a current police clearance and/or a Working with Children Check which demonstrates suitability for employment in a children's service
- Have completed first aid and anaphylaxis training that comply with the requirements of the National Quality Standards for Early Childhood Education and Care, together with training in asthma management.

Personal Qualities

- Strong personal commitment to deliver high quality services that meet the needs of children and families.
- Leadership skills that demonstrate ability to motivate, lead and inspire others for the continuous improvement to services.
- Good level of emotional intelligence with an ability to respond professionally and be resilient when dealing with complex and demanding situations.
- An empowering style, valuing the contributions of others and showing commitment to development of self and others.
- Show sound judgement, principles and personal values and work collaboratively within a multi-disciplinary environment.
- Commitment to team work principles both internally and across partnerships for effective collaborative working and achievement of outcomes for children and families.

3. KEY DUTIES/RESPONSIBILITIES

Duties of the Position

- Support the Early Years Manager in the operation of the early year's service.
- When required and/or directed, relieve the Early Years Manager.
- Effectively undertake administration tasks as required, including enrolments and reporting.
- Lead on the continuous improvement of high quality services which enhances Gowrie WA's reputation.
- To promote the development and continuous improvement of early years services which are truly centred on the needs of children and families with a commitment to engagement.
- Effectively ensure that a safe, clean, stimulating and healthy environment is provided and maintained and that equipment is maintained to a high standard of safety, cleanliness and repair.

- Effectively provide learning experiences based on the needs and interests of the children in care and in line with the framework and standards.
- To be sensitive to and respect the diversity of social and cultural backgrounds of the children in care and ensure these children are welcomed into the centre.
- Support parents and actively seek opportunities to discuss their child's daily experience.
- Maintain documents and records for each child to support them within the Early Years Learning Framework.
- Develop and maintain positive and productive working relationships with all staff, families, management, staff working in Gowrie Community Services (WA) Inc. team, and the wider community.
- Ensure all interactions with children reflect the philosophy and policies of the centre and principles of the National Quality Framework and Early Years Learning framework.
- In consultation with the Early Years Manager, undertake the development, maintenance and evaluation of the Quality Improvement Plan (QIP).
- Other duties within the scope of the employee's skills, competence and training as directed.

Outcome – Team

- Supervise, mentor and support staff, volunteers and students in carrying out their roles, and facilitate the development of the team through effective communication, role modelling and mentorship.
- Effectively work with the team to ensure the effective delivery of the Early Years Learning Framework and National Quality Standards.
- Effectively develop others to ensure that the highest standards of customer service are delivered at all times to internal staff and external customers (families and the community)
- Demonstrated capacity to be a committed team player
- Work with others in a manner that is not confrontational or hierarchical, instead is based on best practice and team oriented.
- Form understandings of each team member's abilities and skills, and work with them with a strength based approach.
- Assist to educate and develop staff in a manner that is strength based and supportive.
- To lead by example, a culture of positive continuous improvement, positive challenge and follow through, to address any areas where action is required.
- Work with the Early Years Manager to undertake performance management of staff in line with established procedures, when required.
- Motivate all employees to deliver and commit to ensuring successful outcomes and achieve objectives.
- To promote a culture of partnership and collaboration with internal and external partners.

Outcome – Organisational requirements

- Promote excellence in customer service and, in conjunction with the Early Years Manager, identify, review and implement strategies to improve service quality and efficiency.
- Maintain strong and positive team relationships among colleagues and community groups, on a formal and informal basis, across Gowrie (WA) Inc. and Gowrie Community Services Inc.
- Ensure the security of Gowrie (WA) Inc. property and assets, and maintain a commitment to the care of all Gowrie (WA) Inc.'s property and assets.
- Participate as directed in training, education and development to maintain an up to date

- knowledge of emergency management responses.
- Be responsible for personal development and maintain up-to-date knowledge of sector related developments, the Early Years Learning Framework and National Quality Standards.
 - Comply with Gowrie (WA) Inc. policies and procedures.
 - Role model and maintain a professional approach which reflects the centre's philosophy, policies and procedures and the requirements of Gowrie (WA) Inc.
 - Actively participate in leadership meetings as requested.
 - Willingness to take on the role and tasks of Educational Leader and/or Occupational Health and Safety, or other roles and tasks as required and through discussion.
 - Report non-compliance to Manager, and if necessary the Chief Executive Officer, as soon as possible and practicable. Follow up as required and in a timely manner.

Outcome – Strategic and Project Management

- Participate in discussions and meetings relating to the planning, formulation, implementation and evaluation of strategic and business plans, as directed by the Early Years Manager, Chief Executive Officer or any member of the Leadership Team.
- Oversee and undertake projects as required and as directed.
- Provide reports as required and as directed.

Outcome - Occupational Health and Safety

Gowrie (WA) Inc. is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Safety and Health Act 1984 and supported by the Occupational Safety and Health Regulations 1996, codes of practice and guidance notes, and Gowrie (WA) Inc. policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in occupational health and safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement and report them to the Early Years Manager.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report potentially unsafe work practices, incidents and hazards as soon as practicable.
- Report incidents as soon as practicable.

Outcome – Infection control

- Ensure that infection control remains a priority and role models excellent practices in relation to infection control and reducing cross contamination.
- Adhere to policies and procedures relating to reducing the risk of cross infection.
- Adhere to, and direct others to follow, best practice strategies to manage infection control and cross contamination.

Outcome – Equal Opportunity

Gowrie (WA) Inc. offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. All Gowrie (WA) Inc. employees must contribute to the maintenance of such a work environment.

Outcome – Privacy and Confidentiality

- Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment.
- Employees are required to comply with relevant West Australian law in relation to

- privacy and confidentiality, and Gowrie (WA) Inc., policies and procedures.
- Both during and after employment with Gowrie (WA) Inc., employees must not:
 - Communicate confidential or private information to third parties.
 - Make use of any information gained through employment at Gowrie (WA) Inc.

4. ORGANISATIONAL RELATIONSHIPS:

Responsible to:

Early Years Manager

Internal:

Gowrie (WA) Inc. Board of Directors

Chief Executive Officer

Leadership team members and their teams

Other staff as required

External:

State and Federal Government Departments, service agencies and organisations.

5. EXTENT OF AUTHORITY

This position operates within the limits of Gowrie (WA) Inc. policy and procedures, and relevant legislative constraints. All positions require some degree of problem solving, creativity and judgement in order to fulfil the objectives and requirements of the position.

This position:

- Is required to select the method, process or equipment to use to meet defined objectives from a range of available alternatives.
- Receives and provides guidance and advice within the time available to make a choice.
- Undertakes problem solving through consultation, research and the development of innovative solutions.

This position may make recommendations to the Early Years Manager on:

- Changes to operational procedures that will result in best practice, efficiency and effectiveness.
- Selection and use of relief educators.
- Recruitment and selection of internal staff as requested.
- Reporting of non-compliance

The Assistant Manager – Early Years, as outlined in this job description:

- Provides information to clients.
- Provides information and support to all employees.
- Supervises other employees and students on placement.
- Acts in accordance with relevant policy, legislative and best practice frameworks

Freedom to act is limited by standards and procedures encompassed by the duties of the position. There is scope to exercise discretion in the application of established standards and procedures.

The effect of decisions and actions is limited to the internal procedures and processes of the Early Years Centre and its individual clients (children and families).