

PRACTICE MANAGER / ZIC

POSITION:	Practice Manager / Zic
QUALIFICATIONS:	Diploma of Early Childhood Education and Care (or previous equivalent) Current Senior First Aid certificate Working with Children Check Approved anaphylaxis and emergency asthma management training
APPOINTMENT:	To work alongside and support the room leaders and teaching staff of the Service. To always adhere to the Education and Care Services National Regulations under the Education and Care Services National Law, child protection regulations as well as the policies, goals and philosophy of the Service. To uphold the 'National Quality Framework' and 'National Quality Standards' as per the 'Service's' Philosophy, goals, policies and procedures.

DUTIES

IN RELATION TO THE CHILDREN

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language to all children and staff within the service.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same.
- Be a passionate educator and strive to achieve goals for the service and ensure our 'Service' philosophy is reflected in daily practice.
- Assisting in and overseeing the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and the National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners by mentoring and facilitating both one on one and group learning sessions.

IN RELATION TO FAMILIES

- Be courteous and helpful to the families in the Service.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Director.
- Greet all families on a personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the Day Book and assist Educators as necessary, ensuring that this valuable communication tool is being fully utilised as a means of reporting to families.

- Be aware of each child and their needs as appropriate to your room. In relation to a child's medication requirements, ensure that you have reported to relevant colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- To attend parent meetings as requested by the Director or families.
- To share information with the family relating to their child and the daily activities of the 'Service'.
- To support and provide families with information in regards to family and community needs
- To encourage families to participate in Service decision-making and experiences.
- Ensure confidentiality is maintained in regards to all matters / information related to families.

IN RELATION TO COLLEAGUES

- Oversee the room's routine and the Service's policies and procedures.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Nominated Supervisor and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Work as a team, sharing room responsibilities.
- Communicate with colleagues in a respectful and professional manner.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Service. Every staff member is unique and has something to offer- aim to tap into this wealth of knowledge and incorporate ideas in your own experiences.
- Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Nominated Supervisor for further support.
- Oversee and guide staff in observing and planning for individual children and the total learning environment.
- Oversee and collaborate with staff to ensure that the program is continually improving.
- Oversee that each room is aesthetically supporting family involvement and representing each child and their needs and interests.
- Provide colleagues with information and motivate to further their learning and understanding of the early childhood education.

IN RELATION TO THE PROGRAM

- Develop the planning, implementation and evaluation of the program (in consultation with the colleagues, and the Director if needed).
- Provide guidance as required to ensure a play-based curriculum is being provided throughout the Service.
- Oversee and maintain the developmental records of each child in your room and ensure that Room Leaders are also doing the same.
- Know and implement the Early Years Learning Framework in your program and records, including Outcomes, Practices, and Principles.
- Oversee the implementation of the program in the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.

- Organise any resource materials, interest areas and general preparation for the room.
- Ensure that the program is regularly evaluated, monitored and rotated so as to provide for an interesting and challenging environment (consulting with colleagues to provide variety and input from various perspectives).
- Participate in at least 4 in-services a year to support your professional development.

IN RELATION TO THE SERVICE

- Maintain a sound and current understanding of the National Quality Standard.
- Maintain a working knowledge of the Early Years Learning Framework.
- Maintain awareness of current issues in children's services.
- Demonstrate an ability to work in partnerships with families.
- Demonstrate a professional level of written and verbal communication skills.
- Maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Maintain and demonstrate an extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Provide ongoing support and assistance as required to the Director in areas of administration, program development, parent and community networking, staff professional development and training, and other areas as requested.
- Assist the Director in maintaining the Quality Improvement Planning routine.
- Inform the Director of any issue arising that may compromise the children's health, safety, or wellbeing, or the efficient operation of the Service.
- Any other duties, within the scope of the position, as specified by the Director.
- Oversee programming promoting commitment to continual improvement to the quality of care provided within each room.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in and ensure the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all throughout the service.
- Assist in providing an environment that is safe, interesting and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.).
- To attend regular staff meetings.
- To report any maintenance issues to the coordinator.
- To assist with the cleaning of toys/ equipment and general cleaning of the service.
- Complete general daily and weekly checklists as required.

In relation to the Essential Requirements for Employment under the Education and Care Services National Regulations:

- Maintain the ability to satisfy the criteria for appointment as a Educational Leader.
- Maintain an understanding of all principles related to child protection.

The paramount consideration of children's services is the best interests of the children.

- Children should receive Services that meet their individual's needs (including the needs of children with a disability) and enhance their physical, emotional, cognitive, social and cultural development.
- Parents have both a right and a responsibility to be involved in the making of decisions by a children's service in so far as those decisions affecting their children.

Understanding of a safe environment for children, and;

- Current knowledge of stages of physical, emotional, cognitive, social and cultural development of children, and;
- Current knowledge of health, hygiene and nutrition needs of children

I have received, reviewed and understand the responsibilities as the Educational Leader and Practice Manager.

I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.

EMPLOYEE NAME		DATE	
EMPLOYEE SIGNATURE			

DIRECTOR NAME		DATE	
DIRECTOR SIGNATURE			