

## **Position Description**

*Private and Confidential*

**Teacher/Director**

**Euston Preschool**

## The Organisation

LiveBetter is an organisation formed through an amalgamation of several like-minded, regionally based community service organisations that recognised the need for specialist service provision for the people of regional Australia.

Delivering a range of aged, disability, carer, child & family, mental health and clinical services, LiveBetter takes a holistic approach to working with customers seeking to ensure that customer needs and preferences are met. As well as service delivery LiveBetter assists customers with information, linking and referrals.

The major organisations that merged to form LiveBetter are CareWest [Central West, Orana, Far West, Northern and Riverina Murray regions of NSW], Excelcare [Central Queensland], Age Concern [Albury NSW], Family Link [Wagga Wagga NSW], There4U [Central Queensland], Home and Community Care services [Broken Hill] and Translinc [Central West NSW]. Several other organisations had previously amalgamated with CareWest over the past ten years.

LiveBetter and its antecedent organisations have undergone a period of significant growth, with continuing growth in staff numbers, service capacity and diversity and geographic spread. To support this growth, LiveBetter invests heavily in corporate infrastructure and management systems as well as staff training and development.

LiveBetter employs approximately 1500 staff operating in offices, homes, preschool, respite centres and community hubs across regional and rural Queensland and NSW. Working alongside our staff are more than 250 volunteers who provide extra support and services to our customers and communities. Our annual revenue is now more than \$90 million with strong growth forecast.

LiveBetter is positioned as one of the largest regionally-based providers of community services in Australia. Although we are a large organisation, we remain focused on ensuring programs and services are provided by local staff and tailored to the individual needs of local people and communities.

**Our Purpose: Enabling the people in regional rural and remote Australia to live their best lives.**

## Our Values

LiveBetter's Values guide the way we conduct ourselves. This includes how we interact with our clients, community and business partners and how we treat each other. LiveBetter's Values are:

- **Integrity:** We live out our values, are honest and ethical in all our dealings and are accountable for our actions.
- **Respect:** We value the individual. We recognise the rights and choices of the client, employees and the community. We encourage teamwork and support diversity within the team.
- **Cooperation:** We strive to identify and create value from partnerships and alliances with other organisations, agencies, businesses, communities and within our own organisation.
- **Empowerment:** We believe that individuals and communities should be encouraged and supported to realise their full potential.
- **Excellence:** We strive for excellence and best practice in all that we do as individuals, teams and as an organisation.

## The Position

<b>Position title:</b>	<b>Teacher/Director</b>
<b>Location:</b>	<b>Euston Preschool</b>
<b>Reports to:</b>	<b>Senior Manager Child and Family Services</b>
<b>Direct reports:</b>	<b>Cert III/Diploma Educators</b>

## Service Description

LiveBetter Child and Family Services team provide support to a diverse group of clients across the organisation. Child and Family Services are primarily concerned with providing children and their families' opportunities to overcome obstacles to participation within their communities.

The key projects undertaken by Child and Family Services include, Preschools, Ability Links, Early Links, Intensive Family Support and Caring for Burray.

## Euston Preschool

Euston Preschool is a well-resourced, not for profit, early childhood centre, based in Euston NSW. As the teacher/ director you will be leading a team of passionate staff who are committed to providing high quality early childhood education and care.

The preschool remains a community owned service- however is now managed and supported by LiveBetter- Child and Family Services. An experienced early childhood sector specialist supports and mentors the team at the preschool to achieve the best outcomes for children and families who attend the service.

The service was assessed in June 2018 as **Working towards National Quality Standard**.

## Position Description

As the Director and Nominated Supervisor, you are expected to oversee the operations of the service and to lead, guide and support a team which provides high quality early childhood education and care to children.

This includes:

- Developing relationships that support and partner with families and the community;
- Ensuring the service is compliant with the Education and Care Services National Law and Regulations and other relevant legislation;
- Ensuring that the policies of the organisation are implemented;
- Ensuring the organisation's *Quality Improvement Plan* is implemented and that the organisation works towards exceeding the *National Quality Standard* for Early Education and Care; and
- Ensuring that the service and staff acts on the organisation's commitment to continuous improvement wherever possible.

## Key Accountabilities

- Take on all duties and responsibilities of the Nominated Supervisor and to be the Educational Leader of the service.
- To work in accordance with the requirements of the Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations and the National Quality Standard for Early Education and Care.
- To be the Responsible Person in charge of the service and in absence ensure that another responsible person (as defined by the National Law) is in charge of the service.
- To work in accordance with the Code of Ethics of the Early Childhood Australia and LiveBetter Values.
- To implement the services' philosophy in undertaking all other duties.
- To comply with the policies and procedures of LiveBetter.
- Provide ongoing support and assistance to Team Leader/ Preschool Project Officer in all areas of administrative procedures, curriculum development, parent and community liaison, staff professional development and training, and any other areas as the need arises.

Please refer to the attached detailed Position Responsibility Document that outlines responsibilities as per the National Quality Standard.

## Person Specification (Selection Criteria)

### Qualifications/Licences

- Bachelor of Education – Early Childhood, or equivalent.
- Current First Aid Certificate.
- Current Statement of Attainment for the course ‘Identify and Respond to Children and your People at Risk of Harm’ CHCCHILD1B or CHCCHILD1C.
- Current Drivers Licence.
- Evidence of Early Childhood Teacher accreditation with BOSTES (Board of Studies Teacher and Educational Standards NSW)

### Essential

- Ability to ensure the service is compliant with the Education and Care Services National Law and Regulations and other relevant legislation.
- Ability to meet the requirements of the Nominated Supervisor.
- Proven experience implementing the Early Years Learning Framework and National Quality Standards in practice, along with developing and implementing a play based curriculum.
- Ability to ensure the service’s *Quality Improvement Plan* is implemented and that the centre has a commitment to continuous improvement wherever possible.
- Sound knowledge of relevant legislation including Child Protection and WH&S and ensuring compliance with LiveBetter policies and procedures.
- Ability to manage day to day operations of the centre including administrative/financial, mentoring, coaching and leading staff.
- Excellent verbal and written communication skills allowing you to build and maintain relationships with children, staff, families and the community.

### Desirable

- Previous experience in the role of Director of an early childhood centre.

### Other Requirements

- Undertake and pass a National Criminal Check.
- Undertake and pass a pre-employment medical (including drug and alcohol screening).
- Undertake and pass a working with children check.

### Remuneration

Remuneration is in line with the Educational Services (Teachers) Award 2010 and is dependent on skills and experience. Salary packaging opportunities are available to all LiveBetter employees.

I hereby acknowledge that I have received my Position Description and understand what my duties and responsibilities are:

Employee Name:		Date:	
Signature:			