

Position Description

Private and Confidential

Teacher/Director

Euston Preschool

The Organisation

For over 35 years, LiveBetter Community Services has been delivering specialist service provision for the people of regional Australia. We are a not-for-profit organisation, originally formed through an amalgamation of several like-minded, regionally based organisations, with our head office based in Orange NSW and around 50 homes, day centres, respite cottages, offices and community hubs across Central Queensland and regional NSW.

Currently we deliver more than 80 customer-focused service programs across the aged care, disability, community development, child and family, Out of Home Care, clinical and mental health sectors, from offices and facilities in more than 45 communities. We employ more than 1600 people and 400 volunteers and in the last 12 months we provided care and support to more than 13,000 individuals and families living in regional, rural and remote communities.

Focusing on support in the home, and connections to the community, our approach to service delivery is to work with our customers in a holistic manner, seeking to meet their goals, needs and preferences. We also assist community members with information, linking and referrals.

As the need for community services remains strong, LiveBetter continues its significant growth, with steady growth in staff numbers, service capacity and diversity and in geographic spread. To support this growth, LiveBetter invests heavily in corporate infrastructure and management systems as well as staff training and development.

LiveBetter's annual revenue is more than \$100 million. 80% of revenue comes directly from Commonwealth and State Government funding, with service user contributions and revenue from commercial activities making up the balance.

LiveBetter is positioned as one of the largest regionally based providers of community services in eastern Australia. LiveBetter remains focused on ensuring programs and services are provided by local staff and tailored to the individual needs of local people and communities.

Our Purpose: *We inspire possibility by giving people access to support in their chosen community*

Our Mission: *By connecting capable, passionate and caring locals with those who need support*

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

Position title:	Teacher/Director
Location:	Euston Preschool
Job Type:	Permanent Full Time
Reports to:	Operations Manager Child & Youth
Direct reports:	Cert III/Diploma Educators

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, skills4Life, Early Intervention Programs 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 July 2019 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.

Person Specification (Selection Criteria)

Qualifications/Licences

- Bachelor of Education – Early Childhood, or equivalent.
- Current First Aid Certificate including CPR Qualification.
- Current Statement of Attainment for the course ‘Identify and Respond to Children and your People at Risk of Harm’ CHCCHILD1B or CHCCHILD1C.
- Current Australian 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:			