

Job description

Agency	Department of Education	Work unit	Timber Creek School
Job title	Childcare Director	Designation	Administrative Officer 6
Job type	Full time	Duration	Fixed from 07/10/2024 to 30/06/2025
Salary	\$94,620 - \$105,609	Location	Timber Creek
Position number	45469	RTF	299019
		Closing	07/07/2024
Contact officer	Kerry Romanis, Principal Timber Creek School on 08 8975 0714 or Kerry.romanis@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=299019		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

The primary objective of the job is to provide leadership and management, ensuring compliance with regulations. This includes liaising with the Timber Creek School Principal/Approved Provider and supporting educators through training and feedback. The safety and well-being of children and staff are prioritised. Age-appropriate programming is implemented while managing and training the team for success. Effective communication with parents is maintained, addressing concerns. Financial management, including budgeting, is also a key objective.

Context statement

Timber Creek is working in partnership with NT communities to build high quality integrated early childhood services system that meets the needs of young children and families and gives every child the best start in life. Working with the community, the position is to ensure services are streamlined and complementary, working towards improving outcomes for NT children and their families.

Key duties and responsibilities

1. Overseeing the childcare facility to ensure compliance with regulations and licensing requirements.
2. Leading, supervising, and mentoring staff, including hiring, training, and managing them.
3. Developing and enforcing policies and procedures for the facility, promoting a safe and orderly environment.
4. Managing the financial aspects, including record-keeping, distributing weekly invoices to clients and ensuring they are aware of their financial obligations, budgeting, and reporting.
5. Maintaining a safe and healthy environment, meeting health and safety regulations, and implementing emergency plans.
6. Developing and implementing age-appropriate curriculum and activities to foster children's development.
7. Building positive relationships with parents, addressing concerns, and engaging with the community.
8. Providing regular reports to the line manager/principal on operational and financial status.
9. Ensuring cleanliness, safety, and hygiene of the facility.
10. Keeping up to date with policies and trends and implementing necessary changes for excellent childcare services.

Selection criteria

Essential

1. Approved Bachelor or Early Childhood Level Education, Care Qualification, and Experience.
2. Registered with ACECQA and hold a current First Aid Certificate and CPR training.
3. Have at least three years of experience working in the childcare industry.
4. Demonstrate knowledge and understanding of the National Quality Framework and the Early Years Learning Framework and an ability to lead the development and implementation of a high-quality educational program that reflects the diverse nature of Maningrida, the local and broader community, based on the curriculum frameworks.
5. Demonstrated knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.
6. Demonstrated knowledge and understanding of the developmental needs of children aged three months to 5 years, including children with additional needs.
7. Evidence of experience in leading the education and care of children aged (as applicable).
8. Demonstrated excellent interpersonal and communication skills with both children and adults.
9. Demonstrated high-level organisational skills.
10. Demonstrated high-level written communication skills with the ability to prepare reports and routine correspondence.
11. Demonstrated interpersonal leadership skills to enable the assistance and support of families in times of need/crisis.

Desirable

1. Willingness to complete the TAE40110 Certificate IV in Training and Assessment.
2. Knowledge of using XPLORE Software and Completing additional training, such as Child Protection training

Further information

All applicants must be registered with the Teacher Registration Board of the Northern Territory and have a current Working with Children Notice (Ochre Card) from SAFE NT or the ability to obtain it.

All applicants completing initial teacher education (ITE) courses from Australian universities after 1 July 2016 must provide proof of completing the national [Literacy and Numeracy Test for ITE students](#).

Approved: May 2024

Kerry Romanis, Principal Timber Creek School