

## Education Manager

October 2023 V1.2

### Organisation Overview

North East Regional Pre School Association (NERPSA) is a small not-for-profit Early Years Management (EYM) organisation based in North East Victoria, dedicated to supporting our skilled staff to deliver quality, inclusive, play based education for children in our services. NERPSA was established in 2002 through collaboration among Early Childhood Services (ECS) in the area. NERPSA is governed by a Board consisting of parent representatives from participating ECS, and community members with expertise in Early Childhood Education.

### Statement of Commitment to Child Safety

We are committed to child safety. We want children to be safe, happy and empowered, and we have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

### Key Selection Criteria

The person for this position will have demonstrated experience in:

- Comprehensive theoretical and working knowledge of early childhood pedagogy and development, and the implementation of best practice methodology.
- Comprehensive knowledge of the Children's Services Regulations 2009 and Act 1996, Privacy Act, 2001, OH&S legislation, National Education Law and Regulations 2011, Child Safe Standards, and the Reportable Conduct Scheme.
- Understanding of the Assessment and Rating process, including the ongoing development of a service QIP.
- The ability to identify and deal with complex issues including experience with performance management and working through the issues in a logical and timely manner while maintaining confidentiality and using initiative.
- The ability to be self-motivated, resourceful, flexible, accepting of change, and work in an autonomous manner.

- Demonstrated ability to lead and connect with staff. To supervise, support, communicate with and motivate a team of individuals from a variety of different backgrounds as well as experience with providing a safe, supportive and appropriate environment for staff and families.
- Independently managing time, prioritising and planning work to meet set timelines in an environment of competing priorities.
- Understanding of and commitment to working in a community organisation or relevant environment with an ability to relate to a wide range of people.
- Excellent written and oral communication skills.
- Demonstrated proficiency in the broad range of Microsoft Office products, particularly Word and Excel and confidence with email and internet.
- Minimum of a Bachelor in Early Childhood Education and preferred experience as an Early Childhood Teacher, or at least three years Director/Managing experience at an Early Childhood Service.
- Current Police Record Check and Working with Children Check/VIT registration.
- Current driver's license and access to a reliable vehicle.
- Ability to work from own home office, NERPSA Office or other location as agreed.

## Main Duties and Responsibilities

### Professional Development, Leadership, and Promotion of NERPSA

- Work in a professional manner at all times in supporting and representing NERPSA.
- Maintain a current comprehensive knowledge of appropriate laws and regulations in relation to Early Childhood Education.
- Be the Approved Provider representative and/or Representative of License holder.
- Attend EYM meetings.
- Use the NERPSA philosophy as a guide, and provide consistent and equitable approaches to mentoring of staff within the organisation.
- Ensure personal ongoing professional development is maintained to build skills in leadership, management, mentoring, early childhood best practice, and compliance.

### Mentoring / Support of Educators

- Review Professional Development procedures and documentation to ensure relevance and currency.
- Assist staff with supervision responsibilities, with staff development, and Professional Development Planning as required.
- Develop programs and materials to support educators.
- Assist educators to implement strategies for the effective delivery of the educational program.
- Respond to staff enquiries and report issues to NERPSA Manager.
- Visit Services at least once a term during session times, and more regularly in services with larger staff teams.

- Support eligible Bachelor qualified staff with the Capability Assessment process (as determined in VECTEA).
- Support provisionally registered Bachelor qualified staff to reach full registration.
- Respond to and manage complaints and non-compliance matters regarding staff performance/programming, from parents and the Department of Education (DE).
- Organise the annual NERPSA Professional Development Day in line with NERPSA data and current industry standards.
- Organise annual first aid training for all staff and other trainings as necessary, within the annual budget, to ensure staff are provided with opportunity to develop knowledge and practices.
- Provide ongoing support to educational staff over the phone as necessary, and by responding in a timely manner to all email correspondence from staff.
- Empower and build capacity of Educational Leaders within NERPSA by supporting and facilitating ongoing collaboration and shared learning opportunities amongst staff.
- Support internal learning opportunities by providing opportunities for staff to visit other services where possible.

### Human Resource Management

- Participate in recruitment and selection of new Early Childhood Teachers and Early Childhood Educators.
- Support the development and the review of position descriptions to ensure currency with industry standards and relevant awards.
- Ongoing checks of staff training requirements, ensuring staff are up to date.
- Support staff to access NERPSA Employee Assistance Program (EAP).
- Work collaboratively to organise relief staff when required.
- Develop and implement Occupational Health and Safety (OH&S) procedures at services.
- Maintain accurate documentation for all performance related issues, and escalate to Human Resources Manager and NERPSA Manager as required.
- Facilitate staff service meetings when necessary.

### Quality Assessment and Compliance

- Participate in the NERPSA Policy review process where required.
- Ensure that the Child Safe Standards are embedded in all programs and services.
- Ensure the implementation and annual review of the Quality Improvement Plan at each venue.
- Assist with the development of strategies to address any issues identified by Quality Improvement Plans.
- Conduct Pre-QAR visit to NERPSA Services.
- Respond to compliance reports and support services to make necessary changes due to non-compliance.
- Ensure that all programs and services are implemented in compliance with relevant

legislation and NERPSA policies.

- Ensure that programs being implemented in early childhood services reflect NERPSA's philosophy of early childhood education.

#### Other Duties

- Liaise with other NERPSA managers on a regular basis.
- Be guided by the NERPSA Operations Plan to ensure allocated Key Objectives are met.
- Support development of the annual SRF plans through interpretation and application of data, and update as required in KIMS.
- Support ECT's to successfully complete KIS applications as required.
- Ensure OH&S checks are completed by each service and are actioned or escalated appropriately.
- Attend NERPSA Board meetings.
- Write Education Manager Report for NERPSA Board meetings.
- Ensure the currency of Staff Records at NERPSA Services.
- Lodge serious incidents in ACECQA.
- Review and update NERPSA operational forms and templates.
- Develop and maintain a NERPSA Reconciliation Plan in consultation with all stakeholders.
- Support NERPSA Manager to implement State Government Early Childhood Improvement Initiatives within all NERPSA Services.
- Participate in an annual Performance and Professional Development meeting, working from the NERPSA Operations Plan, Education Manager Position Description, and all relevant Laws, Regulations, Frameworks, and Standards.

<b>Position Title</b>	Education Manager	<b>Reports To</b>	NERPSA Manager
<b>Hours</b>	24 – 38 hours per week	<b>Probationary Period</b>	6 months
<b>Award</b>	As Negotiated.		
<b>Manages</b>	Early Childhood Teachers & Early Childhood Educators	<b>Position Commences</b>	Ongoing
<b>Internal Relationships:</b>	All NERPSA staff, including NERPSA managers and administration staff, NERPSA Early Childhood Services and Families, and NERPSA Board.		
<b>External Relationships:</b>	<p>Early Childhood Australia (ECA).</p> <p>Australian Childhood Foundation.</p> <p>Department of Education (DE) including KESOs, ECIB, QAR, Early Education Outlook Unit.</p> <p>Early Learning Association Australia (ELAA).</p> <p>Training Organisations, as relevant.</p> <p>SCOPE.</p> <p>Other NDIS EC intervention providers/organisations, such as Noah's Ark.</p> <p>Department of Families, Fairness and Housing, including Child Protection.</p>		

### Acknowledgement

I certify that I have read, understand and accept the duties, responsibilities and obligations of this position, and acknowledge the scope and responsibilities listed herein are not intended to be an exhaustive list. I may be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of NERPSA.

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**Employee Name & Signature**

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**Date**