



Leslie Moorhead  
Pre-School Centre Inc  
The Pre-School in the heart of Mornington

# 2024 Committee Handbook

# INTRODUCTION

Welcome to Leslie Moorhead Pre-School Centre Committee of Management.

We hope that you enjoy your time spent in the continuous development and improvement of Leslie Moorhead Pre-school Centre Inc.

*The Preschool was initially established by Leslie Moorhead, a well-known local identity, teacher and historian at the back of the Methodist Church in Barkly St. In 1982 the Council perpetuated her name, and service to the centre, by naming the re-located pre-school in the Elsie Dorrington Reserve.*

**The Leslie Moorhead Pre-School is an independent incorporated body – all our parents are members.**

This means that the parents of the children who attend are themselves responsible for the continuity of administration and maintenance of the buildings, grounds, equipment etc. and your role of the Committee is crucial.

All information is correct at time of printing.

## What do we do on the committee – it's probably not what you think

- ♥ We meet once a month to discuss any issues that arise, ratify procedures, brainstorm for fundraising and anything else that comes up!
- ♥ We encourage our Teachers and Assistants to seek excellence through personal development - happy Teachers, happy children
- ♥ We make sure all funds received are used to their full extent to help run and improve our kinder
- ♥ We get to know other committee members who have kids at kinder just like you and I and form great relationships
- ♥ We help the next years 3 & 4 year old groups enroll
- ♥ We raise funds together in fun family ways to be able to purchase new and interesting kinder equipment
- ♥ We answer any questions that parents may have and supply lots of helpful information!
- ♥ We work together to make sure our kids are happy and healthy in a safe, fun and friendly environment
- ♥ We make sure the Kinder runs smoothly through processes and people and work together to get it done!
- ♥ We liaise with the community and other Kinder groups to make sure we are supplying our kids with the very best in education.
- ♥ We help kids and parents navigate the year through kinder and beyond
- ♥ We get involved with Kinder sessions to help our kids learn and develop



**WE are at the heart of Leslie Moorhead and WE care!!**

## **Leslie Moorhead Pre-School – the Incorporated Association, Our Constitution and the Committee**

Leslie Moorhead Pre-School is an incorporated association. Its purpose is to provide a Pre-School service and to operate as non-profit with funding through government grants and fundraising activities.

It is managed by a volunteer Committee of Management elected/nominated from its members at an Annual General Meeting in November each year.

Their term of office commences at the handover meeting. There is also a permanent public officer.

The Committee is responsible, on behalf of all parents, for the organisation of the Pre-School for a period of 12 months. Committee meetings are held once a month (apart from when they fall in term breaks) when members and staff discuss matters concerning program, finance, enrolments, equipment etc. The participation of all parents is welcome at any time.

There is an expectation that where possible at the beginning of the year, committee members will attend an information/training session held at Mornington Shire Council offices. Date to be advised.

As a legal entity Leslie Moorhead Pre-School has a constitution (a copy of which is lodged with and approved by the Office of Fair Trading and Business Affairs).

A constitution sets out the purpose of the association and its rules. The rules tend to be fairly standard across most associations. The current constitution was adopted in 2012.

A copy of our Constitution will be in your Handover folder.

The Constitution is to be available at every meeting of the committee, the rules set down by the Constitution will guide the Committee in running meetings, dealing with Committee Members and its decision making.

One of the most important rules for the Committee to ensure is that at Committee Meeting there is a Quorum of members, without this no decisions can be made at the meeting on discussions. Our Constitution states: -

- 15.4 Any six members of the Committee being personally present or in telecommunication or electronic attendance constitute a quorum for the transaction of the business of a meeting of the Committee. Subject to this, the Committee may act regardless of any vacancy on the Committee.

We made this rule in our last overhaul of the Constitution so that when the unexpected happened we can Skype, Facetime or just have on speakerphone other Committee Members who cannot attend in person but are able to join the meeting by alternative methods. However as useful as this is there is no substitute for being in the same space when making decisions.

**In 2024 the Committee will consist of:**

President	Presides over meetings, delegates tasks, handles day-to-day decisions, liaises with the Committee, staff and government departments and mediates where necessary. Also has the role of overseeing Policy reviews
Vice President	Assists and deputizes for the President and undertakes the role of staff liaison.
Secretary	Is responsible for correspondence, compiling the agenda, taking the minutes of meetings, and making these available to parents, staff, and the Committee.
Assistant Treasurer	Assists the Treasurer in their work. Can be called upon to source and purchase items for the Pre-School. Can assist fundraising team by banking counted monies from events.
Maintenance and OHS Officer	Organises the repair and maintenance of kinder facilities and obtains quotes where necessary. (no manual work required) They are supported by members of the General Committee. Promotes Workplace Health and Safety within the preschool, developing safer & healthier ways of operating, ensuring the preschool is compliant with current OHS legislation, monitoring and reporting on all aspects of OHS at the pre-school. The Maintenance handyperson will liaise with this role.
Fundraising Coordinator	Organises social and fundraising events for the Pre-School.
Marketing and Social Media co-ordinator	This role involves coordination the promotion of the pre-school through our website and social media accounts and assisting with all online communications.
Enrolment Officer	Liaises with the Mornington Peninsula Shire Council, communicates with parents regarding enrolments for 3 & 4 year old sessions and finalises enrolments for the coming year.
Grants Office	Research and find relevant opportunities for funding and grants, outside of fundraising and regular kindergarten funding, to pay for improvements to infrastructure and resources.
3 X Group Representatives	Pre-School Group's main liaison contact person and general committee

## **Leslie Moorhead Pre-School –Who is there to support the Committee**

The Leslie Moorhead Pre-School is registered with the Department of Education and Training (DET). The Department funds the pre-school, they govern The Victorian Early Years Learning Framework (VEYLF) and inspects the Pre-School regularly to ensure that it meets all relevant standards and Regulations.

<http://www.education.vic.gov.au/childhood/Pages/default.aspx>

Australian Children's Education and Care Quality Authority (ACECQA) ensures the committee as the Approved Provider has access to systems to provide information regarding compliance and notifiable events. It governs the National Quality System on which inspections are based.

<http://www.acecqa.gov.au/educators-and-providers1>

Leslie Moorhead Pre-School is a member of Early Learning Association Australia (ELAA), which is the employer's representative when liaising with Government departments.

They act as a resource for the Committee and keep us informed of any legislation or regulations that affect kindergartens.

We have monthly updates from ELAA which contain pre-school committee relevant topics

Early Learning Australia Association provide practical advice on running a Pre-School and run some very informative workshops throughout the year.

<https://elaa.org.au/>

The Committee is also supported by Sallie McCarthy, who is the Treasurer for the Committee, along with Tax On Time who Audit us each year and can who provide financial management services.

Sallie also assists with administration tasks at the pre-school, her position description was reviewed and confirmed in 2019

Sallies Hours are: - 13 per week, Mondays & Friday 8:00 – 12:00 and Wednesday 8:00 – 13:00 and flexible workload capacity can be discussed.

## **Leslie Moorhead Pre-School – Group Session Times and Associated Fees**

### **Four Year Old Groups**

#### **Dolphin Group (15 Hour per week)**

Teaching Staff – Lorraine Pierce, Jade Casey and TBA

**Monday 8.15am – 3.45pm**

**Thursday 8.15am - 3.45pm**

#### **Seahorse Group (15 hour per week)**

Teaching Staff – Tahni Dooley, Brianna Trainor & TBA

**Tuesday 8.15am – 3:45pm**

**Friday 8.15am – 3:45pm**

### **Three Year Old Group**

#### **Jellyfish Group (5 hours per week)**

Teaching Staff Cassie De Freitas & Abbey Holt

**Wednesday 9:30am – 2:30 pm**

## **FEES FOR 2024**

Having free kinder supports every Victorian child to get the best start in life no matter where they live. It is strongly encouraged that all children attend kinder programs for two years before school as a crucial part of their educational journey.

In 2024 the Victorian State Government will fund both 3 and 4 year old pre-school for all eligible children.

Parents will have acknowledged that their child's kindergarten program is funded by the state government and that their child can only be funded for a kindergarten place at one service at any one time and that we have indicated that we will be claiming the funding for your child on your behalf at Leslie Moorhead Pre-School.

Families with Health Care Cards or eligible concessions/visas have their fees reimbursed under the Kindergarten Fee Subsidy. Pension/Health Care Cardholders are required to present the original card at each invoice stage to receive reduced fees for that term. If your circumstances change and you are no longer eligible then full fees apply. Please advise us immediately so notice can be given to the Department of Education and Training.

## Leslie Moorhead Pre-School – Staffing

Full Position Descriptions for Staff are Attachments A and B

Name	Educator Position	VECTEA Level	Increment Date
Lorraine Pierce	Teacher	3.6	1 <sup>st</sup> May 2024
Tahni Dooley	Teacher	3.2	1 <sup>st</sup> May2024
Cassy DeFreitas	Teacher	3.2	31 <sup>st</sup> August 2024
Jade Casey	Educator Diploma	2.2	27 <sup>th</sup> January 2024
Brianna Trainor	Educator Diploma	2.1	17 <sup>th</sup> May 2024
Abbey Holt	Educator Diploma	2.2	28 <sup>th</sup> January 2024
TBA	Lunch Cover Assistant (Diploma)	2.1 with static rate	
Stephanie Avanesian	French Language Teacher	3.2	Contract Position
Sallie McCarthy	Treasurer/ Admin Officer	CSA	1 <sup>st</sup> July 2024

Please note that Lorraine Pierce is also our Nominated Supervisor and Educational Leader.

### Distribution of Staff Hours throughout the week

Staff Name	Monday	Tuesday	Wednesday	Thursday	Friday
Lorraine Pierce	08.00 – 16.30 Dolphin Group		09.00-15.00 Non-Contact only	08:00 – 16.30 Dolphin Group	
Tahni Dooley		08.00 – 16.30 Seahorse Group	09.00 – 15.00 Seahorse Group		08.00 – 16.30 Seahorse Group
Cassy DeFreitas			08:00 – 16.00 Sea Star Group		
Jade Casey	08:00 – 16.30 Dolphin Group		12:00 – 15:00 Non-contact	08:00 – 16.30 Dolphin Group	
Brianna Trainor		08:00 – 16.30 Seahorse Group	12:00 – 15:00 Non-contact		08:00 – 16.30 Seahorse Group
Abbey Holt			09:00 - 15:30 Jellyfish Group		
TBA	12.00-14.00 Dolphin Group	12.00 – 14.00 Seahorse Group		12.00-14.00 Dolphin Group	12.00 – 14.00 Seahorse Group
Stephanie Avanesian	09:00 – 13:30 Dolphin Group	09:00 – 13:30 Seahorse Group			
Sallie McCarthy	08:00 – 12:00		08:00 – 13:00		08:00 – 12:00



## **Leslie Moorhead Pre-School – Useful information about day to day activities**

Our Address; 32 Hampden Street, Mornington 3931

Our Phone & Fax Number; (03)5975 2472

Our Email Address; leslie.moorhead.kin@kindergarten.vic.gov.au

### **Useful Contacts;**

Mornington Peninsula Shire Council -All enquiries, any issues with building or problems which need to be fixed (Tel.1300 850 600).

DET- Regional Contact Susan Brown (Tel. 8765 5600)

ELAA – 1300 730 119

ACECQA – Victorian Contact Tel: 1300 307 415

Staff Contact Numbers are on a sheet in each office and other important contact numbers are located in the blue book beside the telephone in the staff office.

A Committee Contact List will be circulated after the Handover meeting.

### **Cleaners**

The cleaner is K & T Cleaning

Cleaning days are Monday to Friday for 90 minutes term time only

Cleaners contact details are as follow:

Contact person: Ann

Phone: 0451 921 322

Email: info@kandtsservices.com.au

## **Access to the Pre-School**

The Security Company we use is: Mammoth (formally Onwatch). To enter the kinder out of session you will need to know the security code. We will change the code at the end of the year and advise any key holders of the new entry code at the first Committee meeting in 2024.

We have a key register in place to keep track of the Kindergarten's keys. These keys must be signed in and out with the Administration Assistant. Please see her if you require access to the kinder.

## **Committee email address**

There is a unique committee email address for committee members to use during their tenure.

You can send emails from this address rather than their own personal email addresses.

You may access the email via the pc in the Committee office or through [www.webmail.kindergarten.vic.gov.au](http://www.webmail.kindergarten.vic.gov.au) on your own pc if authorised by the President.

Email/Username: [imp.committee@kindergarten.vic.gov.au](mailto:imp.committee@kindergarten.vic.gov.au)

Password: BuBCryf99f

## **Access to ELAA Members Site**

You can access an area on the ELAA website which provides a multitude of online training and resources relevant to committee members.

ELAA Members Website - [ela.org.au](http://ela.org.au)

ELAA Member Number and LOGIN: 454

Members Login Password: 454

## WHERE THINGS ARE LOCATED

### INFORMATION

Approval certificate	Displayed in the foyer
National Law Act 2010	On Right hand Shelf above desk in Committee Office
National Regulations	On Right hand Shelf above desk in Committee Office
Constitution	In handover file and hanging in foyer
Service Policy Documents	In folder on cabinet inside Playroom (copies can be emailed by request to the Administration Assistant)
ELAA Info	In left hand side top filing cabinet in Committee Office
ELAA Certificate	On wall by photocopier & details in handbook
ELAA EC Management Manual	On Right hand Shelf above desk in Committee Office
ELAA Policy Works Manual	On Right hand Shelf above desk in Committee Office
ACECQA Information	In left hand side top filing cabinet in Committee Office
DET Info	In left hand side top filing cabinet in Committee Office
Funding documents	On Left hand Shelf above desk in Committee Office
Correspondence Folder	On Shelves in Committee Office
Operational Folder	On Shelves in Committee Office
Licensing Info	On Shelves in Committee Office
VECTEA & Staff Awards	In locked filing cabinet in Committee Office – see president or Admin for key
All sent forms	In top middle filing cabinet in Committee Office

## WHERE THINGS ARE LOCATED

### OTHER

Ordering Book	Next to phone in staff office
Letterhead paper	Middle shelf above Computer in Committee Office
Plain Paper	Middle shelf above computer and under photocopier in Committee Office
Envelopes	In right hand side tall cabinet in Committee Office
Ink for printer (Committee)	Second drawer down under photocopier in Committee Office
Toner for Photocopier	Near photocopier
Stamps	Second drawer down under photocopier in Committee Office
Kinder Inked Stamps	On desk in Committee Office

# Policies and Procedures

Full details of Leslie Moorhead Pre-School Centre's policies and procedures can be found in the Policy and Procedure Manual which is located in the wooden cupboard just inside the play room door; further copies of the folder are found in the Committee and Staff Offices.

However, there are specific key Policies specific to the role and Responsibilities of the Committee and these are listed below:

Quality Area	Policy	Committee Member
2	Acceptance and Refusal of Authorisations	President & General Committee
2	Child Safe Environment	All Committee
2	Emergency and Evacuation	OH&S Officer
2	Incident, Injury, Trauma and Illness	OH&S Officer
3	Occupational Health and Safety	OH&S Officer and Committee
4	Code of Conduct	President & General Committee
4	Staffing (including Qualifications, Supervision and Working with Children Checks/Criminal History Record Checks)	President & General Committee
6	Enrolment and Orientation	Enrolment Officer
6	Inclusion and Equity	Enrolment Officer General Committee
7	Fees	Enrolment Officer President Treasurer
7	Governance and Management of the Service	President & General Committee
7	Complaints and Grievances	President & General Committee
7	Information Technology	President & General Committee
7	Privacy and Confidentiality (including Confidentiality of Records)	President & General Committee

The next section shows a list of our pre-school policies indicating their last review date and the next review date

ELAA are also changing the format of many of its policies, so there will be a difference in some policy styles.

AREA	RATIFIED POLICIES – INDEX <b>As at 4<sup>th</sup> October 2023</b>	LAST REVIEW DATE	NEXT REVIEW DATE
GENERAL	Risk Assessments	Jan 2022	Jan 2023
GENERAL	Code of Ethics	1/2/2019	
GENERAL	Policy Creation / Update Help Guide	19/8/19	
QA1	Educational Program Policy	26/4/2023	September 2024
QA1	Inclusion & Equity	22/4/2022	April 2024
QA2	Acceptance & Refusal of Authorisations Policy	16/5/2022	March 2026
QA2	Administration of First Aid Policy	11/07/2023	July 2026
QA2	Administration of Medication	21/9/2022	April 2024
QA2	Anaphylaxis Policy	14/9/2022	October 2026
QA2	Asthma Policy	2/5/23	March 2024
QA2	Child Safe Environment and Wellbeing Policy	6/9/2022	April 2024
QA2	Dealing with Infectious Diseases	21/3/22	November 2025
QA2	Incident, Injury, Trauma, and Illness	24/9/21	October 2023
QA2	Dealing with Medical Conditions Policy	2/5/23	March 2025
QA2	Delivery & Collection of Children Policy	17/10/2022	April 2025
QA2	Diabetes Policy	26/4/23	May 2025
QA2	Emergency Management Plan	9/8/2023	June 2024
QA2	Emergency & Evacuation Policy	2/5/23	Feb 2024
QA2	Epilepsy and seizures Policy	26/4/23	February 2025
QA2	eSafety for Children	12/10/2023	August 2026
QA2	Excursions and Service Events Policy	26/4/23	February 2025
QA2	Family Violence Support	06/9/2022	September 2024
QA2	Food Safety	11/7/2023	March 2025
QA2	Hygiene Policy	26/4/23	August 2025
QA2	Mental Health and Wellbeing	17/10/2022	August 2024
QA2	Nutrition, Oral Health and Active Play Policy	11/7/2023	March 2026
QA2	Relaxation & Sleep Policy	26/4/23	September 2023

QA2	Road Safety and Safe Transport	9/08/2023	June 2026
QA2	Sun Protection Policy	2/5/23	February 2024
QA2	Supervision of Children	21/3/2022	February 2026
QA2	Tobacco, E-cigarettes, Alcohol, and other drugs	2/5/23	August 2025
QA2	Water Safety Policy	26/4/2023	September 2025
QA3	Environmental Sustainability	2/5/2023	October 2025
QA3	Occupational Health & Safety Policy	17/10/2022	March 2024
QA3	Manual Handling	17/2/2022	Feb 2025
QA4	Code of Conduct	20/5/2022	February 2026
QA4	Determining Responsible Person Policy	24/10/2022	September 2023
QA4	Participation Of Volunteers & Students Policy	16/08/2023	July 2026
QA4	Staffing		May 2024
QA5	Interactions with Children Policy	11/07/2023	November 2024
QA6	Enrolment & Orientation Policy	12/10/2023	June 2024
QA7	Compliments and Complaints Policy	4/7/2022	April 2026
QA7	Fees Policy	16/08/2023	July 2024
QA7	Governance and Management of the Service	20/5/2022	October 2024
QA7	Information and Communication Technology (ICT)	11/8/2021	November 2023
QA7	Occupational Violence and Aggression	2/5/2023	October 2025
QA7	Privacy & Confidentiality Policy (includes Confidentiality of Records)	11/7/2023	May 2024
QA7	Prevention of Harassment and Bullying	NEW	October 2024
QA7	Staff Recruitment	NEW	November 2025
QA7	Staff Appraisal	On Hold	
QA7	Whistle blower	2/5/2023	September 2025
QA7	Workcover	On Hold	

# Our Philosophy

Leslie Moorhead Pre-School aims to provide a secure, nurturing learning environment ensuring that each child reaches their full potential.

We are committed to include all children, and embrace their interests, abilities, culture, and family structure and ensure their voice is heard.

We want our children to be happy, safe, and empowered. We support and respect all children, as well as our staff and volunteers.

We believe families are our most important source of information in children's lives; and value each one for its uniqueness and cultural diversity. Open, cooperative relationships between staff and families ensures seamless continuity of learning and emotional support between home, pre-school, school, and the community. We embrace families' participation in our program and encourage them to share their culture and meaningful celebrations and events

Best practice is reflected through the quality and commitment of our friendly, professional, dedicated staff members.

Our adapted program reflects each individual child. It is guided by our families, our Philosophy, NQS, the Victorian Early Years Learning Framework and Child Safe Standards.

Our strong focus on learning through play encourages children to be curious, independent, creative, and resilient learners.

Our spacious outdoor environment and use of natural materials encourages the children to explore, discover and use their imagination. This provides learning to care for their local natural environment and practise sustainability.

We believe that First Nations culture fosters connection to the natural world and encourages a sense of togetherness which children will carry into many aspects of their future lives.

French is incorporated into our everyday learning experiences to give children meaningful opportunities to use language themselves. Children learn through play, music, singing, dancing, cooking and stories.

Our staff and parent committee are dedicated to working together to manage, maintain and continually improve our service.

Partnerships within the wider community are embedded in our practice to enrich learning and expose children to a wide variety of learning about the world around us.

**Leslie Moorhead Pre-School Centre Inc.**

**Reviewed and updated January 2023**



**ATTACHMENTS added by 2019 Committee  
Staffing Position Descriptions**

## **ATTACHMENT A - POSITION DESCRIPTION – EARLY CHILDHOOD TEACHER**

Lorraine Pierce, Tahni Dooley and Cassie De Freitas

### **BACKGROUND**

Leslie Moorhead Preschool is a stand-alone community Preschool based in central Mornington. Our aim is to provide a secure, nurturing learning environment ensuring that each child reaches their full potential.

### **STATEMENT OF COMMITMENT TO CHILD SAFETY**

We are committed to child safety. We want children to be safe, happy and empowered and 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.

### **POSITION OBJECTIVE**

The objectives of the position are as follows:

- Develop and provide a high quality, developmentally appropriate educational program (based on an approved curriculum framework) for the children at Leslie Moorhead Preschool in consultation with the committee of management (employer) and the parents of children attending Leslie Moorhead Preschool
- Provide educational leadership while working as a member of a collaborative service team.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Department of Education and Training (DET) *Kindergarten Funding Guide; Education and Care Services National Law (National Law); Education and Care Services National Regulations (Regulations)* and functions in line with approved policies, procedures and the Quality Improvement Plan of Leslie Moorhead Preschool.

### **ORGANISATIONAL RELATIONSHIP**

The early childhood teacher is accountable to, reports to and takes direction from the committee of management (employer).

### **RESPONSIBILITIES AND DUTIES**

#### **General responsibilities**

- Be responsible to the committee of management (employer) for the development and delivery of the programs for which they are responsible.
- Undertake all responsibilities and activities associated with being a Nominated Supervisor, and act within the requirements of that position, the *National Law* and *Regulations*.
- Act in accordance with the authority delegated by the committee of management (employer) in dealing with situations of an urgent nature requiring immediate action, ensuring compliance with the Act and the Regulations.
- Operate within the requirements of the service's policies and procedures, as well as funding and regulatory requirements.

### **OPERATE WITHIN THE LIMITS OF THE SERVICE BUDGET ALLOCATION AND FINANCIAL POLICIES AND PROCEDURES OF THE SERVICE**

- Be actively involved in the development and implementation of the Quality Improvement Plan of the service
- Encourage enrolments and provide relevant written information and referrals in accordance with the enrolment policy and procedures, as specified by the committee of management (employer)
- Respect the confidentiality of information relating to parents and children, and comply with the service's privacy policy
- Work in accordance with the standards outlined in the Early Childhood Australia (ECA) Code of Ethics, the Victorian Institute (VIT) Code of conduct and Leslie Moorhead Pre-School Centre's Code of Conduct and Child Safety Code of Conduct
- Other duties as directed by the committee of management (employer) from time-to-time.

## **Specific responsibilities**

### *Children*

- Develop, in consultation with parents, educators and educational leader, an educational program that is culturally respectful, inclusive of all abilities and appropriate to the individual developmental needs and interests of the children. The program will be based on an approved curriculum framework, reflect the service's philosophy and policies, the needs of the community, and be culturally appropriate
- Display the educational program.
- Develop, record and maintain specific objectives for individual children based on regular written observations across all aspects of the child's development and share this information with parents as appropriate
- Link specific objectives for individual children into the program plan
- Complete Transition Statements in accordance with funding requirements
- Provide a safe, healthy, and welcoming environment and ensure that children are supervised at all times
- Discuss with relevant service staff, such as other educators working with the Early Childhood teacher, the educational program, needs of families and children attending the service so that they can carry out their duties effectively

### *Parents*

- Actively encourage parental involvement in developing and implementing the program at the service
- Provide regular information about the program, the operation of the service and child development for parents in the form of newsletters, posters and notices
- Communicate with parents on their child's development and progress at the service
- Ensure that new families are appropriately enrolled and orientated at the service

### *Staff*

- Be responsible for the day-to-day supervision of employees performing duties related to the group/s for which the position is directly responsible
- Hold or attend regular staff meetings, within paid time, to facilitate effective communication, internal staff development and discussion on management and programming for the service. The frequency of staff meetings will be determined by the committee of management (employer), following consultation with the staff
- Provide leadership while working as a member of a cooperative team and encourage educators who are involved in the program to contribute to the planning and implementation of the educational program
- Share housekeeping tasks of preparation, packing up, hygiene, and safety related to the program, with other staff
- Work cooperatively with the committee of management (employer) and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures
- Participate in an annual performance review and development process
- Keep abreast of current issues relating to the provision of children's services and liaise with relevant early childhood services and other professional services and organisations within the community
- Comply with the professional development requirements for maintaining VIT registration or as requested by the committee of management (employer)
- Assist with the induction of new staff.
- Participate (with the committee of management) in the formal performance appraisal of educators for whom the position is responsible
- Ensure Child Safe Standards are adhered to at all times

### *Committee of management (employer)*

- Work in a cooperative manner with the committee of management (employer), ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service

- Support the committee's role as manager of the service, including the provision of relevant information to ensure the service meets all regulatory and funding requirements
- Provide monthly written reports concerning the educational program and any issues relating to the service, to the committee of management prior to/at the monthly committee meetings
- Attend and contribute to regular committee meetings as required by the committee
- Provide necessary information, within agreed time lines, for the completion of all relevant program related reports and data collections as required by the committee of management (employer)
- Report to the committee on urgent and ongoing maintenance at the service
- Report to the committee on equipment and materials needed and purchase of approved supplies
- Undertake other functions as delegated by the committee of management

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The early childhood teacher is directly accountable to the committee of management (employer).
- The early childhood teacher has the authority to take such action as is necessary to ensure that the safety and wellbeing of children and their families are maintained within the service and on approved activities outside the service
- The early childhood teacher is responsible for making recommendations to the committee of management on matters relevant to the educational program and its impact on the operation of the service

#### **ESSENTIAL SKILLS AND COMPETENCIES**

##### **Specialist skills and knowledge**

- Have a sound understanding and knowledge of early childhood development and education
- Have a sound understanding and knowledge of legislation, regulations and standards, including Child Safe Standards governing the operation of children's services
- Ability to develop, document and implement a high quality, developmentally appropriate education program for kindergarten children in consultation with relevant stakeholders
- The ability to plan, work and manage time effectively with minimal supervision

##### **Interpersonal skills**

- Excellent interpersonal skills and an ability to communicate effectively with children, the committee of management (employer), parents, other staff and professionals
- Ability to work in a cooperative, flexible and professional manner with children, parents, staff and committee of management
- Well developed leadership and self-motivation skills
- Ability to ensure confidentiality of information

##### **Essential requirements**

- Qualifications suitable for an early childhood teacher under the *Education and Care Services National Law*, *Education and Care Services National Regulations* and the *DET Kindergarten Funding Guide*
- Be registered as an Early Childhood Teacher with the Victorian Institute of Teaching, and continue to renew/maintain the registration during the course of employment
- Must be able to fill the position of Nominated Supervisor or be nominated as a person in a leadership position or with responsibility for the day-to-day operations of the service in accordance with the *Regulations* if required by the Approved Provider
- Hold a current
  - approved first aid qualification,
  - approved anaphylaxis management qualification and
  - approved emergency asthma management qualification,
- in accordance with the *Education and Care Services National Regulations* and service policies.

## **ATTACHMENT B - POSITION DESCRIPTION – EDUCATOR (DIPLOMA OR CERTIFICATE III)**

Jade Casey, Brianna Trainor, Abbey Holt and Lunch Cover TBA.

### **BACKGROUND**

Leslie Moorhead Preschool is a stand-alone community preschool based in central Mornington. Our aim is to provide a secure, nurturing learning environment ensuring that each child reaches their full potential.

### **STATEMENT OF COMMITMENT TO CHILD SAFETY**

We are committed to child safety. We want children to be safe, happy and empowered and 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.

### **POSITION OBJECTIVE**

- Assist with the development and provision of a quality, developmentally appropriate program for the children. This program is to be developed in consultation with the committee, the parents of children attending and the early childhood teacher/AGL in charge of the program and be responsive to the needs of the community.
- Work cooperatively as a member of a team to provide a developmentally appropriate program.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Education and Care Services National Law Act 2010 (National Law), Education and Care Services National Regulations 2011 (Regulations), relevant curriculum framework, Quality Improvement Plan and policies and procedures of the service.

### **ORGANISATIONAL RELATIONSHIPS**

The educator is responsible to the early childhood teacher/AGL on a day-to-day basis for assisting in the implementation of the program and is accountable to the committee of management (employer).

### **RESPONSIBILITIES AND DUTIES**

#### **General responsibilities**

- Be responsible to the committee, in partnership with the early childhood teacher/AGL, for planning and delivering developmentally appropriate programs for the children in the group/s in which they are working.
- Fulfil the requirements of the position of Nominated Supervisor or a person in day-to-day charge if required and in accordance with the requirements of the Regulations.
- Act in accordance with the authority delegated by the committee, in dealing with situations of an urgent nature that require immediate action, in order for the service to comply with the National Law and Regulations and OHS.
- Assist in ensuring the program operates within the requirements of the Regulations, the Act, the Quality Improvement Plan and policies and procedures of the service.
- Operate within the limits of the service budget allocation and financial policies and procedures of the service.
- Encourage enrolments and provide written information to parents/guardians as appropriate, in accordance with the enrolment policy and procedures.
- Respect the confidentiality of information relating to parents and children and comply with the service's privacy policy.
- Be responsible for sharing the housekeeping tasks of preparation, hygiene, safety and packing away with other staff related to the program.
- Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- Work cooperatively with the committee of management (employer) and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures
- Other duties as directed by the committee.
- 

#### **Specific responsibilities**

##### Children

- Assist in the planning and implementation, in consultation with the early childhood teacher/AGL, parents and other educators, of culturally rich and welcoming learning environments and activities which are appropriate to the developmental needs and interests of all children including the provision of an accessible and inclusive program for children with a disability.
- Assist in developing, recording and maintaining, in partnership with the early childhood teacher/AGL, specific records of individual children.
- Assist in the provision of a safe, healthy and welcoming environment
- Working with all staff to ensure that children are adequately supervised at all times

#### Parents/volunteers

- Assist in the orientation of new families to the service
- Support the participation of parents in the program.

#### Staff

- As part of a team, facilitate effective communication and assist in the day-to-day supervision of relevant staff/volunteers performing duties in the program for which the educator is working.
- Participate in regular performance reviews
- Ensure Child Safe Standards are followed at all times.
- Participate in discussions with relevant early childhood support services and other professional services and organisations within the community as required.
- Attend staff meetings, within rostered hours of work as directed by the early childhood teacher/AGL

#### Committee

- Work in a cooperative manner with the committee, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service.
- Assist with written reports concerning the overall operation of *[insert name of group/s]* for the committee as required.
- Attend committee meetings as required.
- Attend meetings outside the rostered hours, or away from the workplace, as required by the committee, with appropriate notice and remuneration in accordance with the relevant industrial agreement/award.
- Report to the early childhood teacher/AGL/nominated supervisor and/or committee (as relevant) on both urgent and on-going maintenance requirements of the service.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The educator is directly accountable to the committee. Daily duties will be directed by the early childhood teacher/AGL.
- The educator has the authority to take such action as is necessary to ensure the health and safety of children and their families are maintained within the service and on approved activities outside the service.
- The educator in consultation with the early childhood teacher/AGL may be responsible for making recommendations to the committee on matters relevant to the operation of the group in which they are working.

#### **ESSENTIAL SKILLS AND COMPETENCIES**

##### **Specialist skills and knowledge**

- An understanding and knowledge of early childhood development relevant to their level of qualification and position
- Ability to assist in the provision of a developmentally appropriate program for the children; in partnership with the early childhood teacher/AGL and parents
- An ability to plan, reflect, work and manage time effectively with minimal supervision.
- Reasonable knowledge and understanding of the National Law and Regulations

##### **Interpersonal skills**

- Excellent interpersonal skills and an ability to communicate effectively with staff, parents and professionals.
- Work in a cooperative, flexible and professional manner with children, parents, staff, other professionals and the committee.

- Well-developed self-motivation skills and initiative.

**Essential requirements**

- Hold an approved Diploma of Children's Services or Certificate III (depending on the role for which they are being employed) qualification or equivalent pursuant to the National Law and Regulations (or be working towards a qualification in accordance with the Regulations).
- Be able to fill the position Nominated Supervisor or person in a leadership position or day-to-day charge if required by the Approved Provider in accordance with the Regulations.
- Hold a current Working with Children Check (or equivalent).
- Hold and maintain an approved:
  - first aid qualification
  - emergency asthma management qualification
  - management of anaphylaxis qualification

in accordance with the Education and Care Services National Regulations and service policies

In addition to being the 4 Year Old Dolphin Group Teacher, Lorraine Pierce also holds the role of Nominated Supervisor and Educational Leader.

## **Information regarding a Nominated Supervisor's Role**

### **RESPONSIBILITIES**

As the persons responsible for the day-to-day management of an approved service, nominated supervisors have a range of responsibilities under the National Law and National Regulations including:

#### **Educational Programs**

Ensuring educational programs are:

- based on and delivered in accordance with an approved learning framework
- based on the developmental needs, interests and experiences of each child
- designed to take into account the individual differences of each child (section 168)

#### **Safety and Supervision of Children**

Ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards (sections 165-167)

#### **Entry to and exit from the premises**

Ensuring children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment)

Ensuring that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service—except when:

- permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Regulations, or
- the supervisor is aware the parent is prohibited by a court order from having contact with the child (regulation 99)

Ensuring an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision (section 170)

#### **Food and beverages**

Ensuring adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children (regulation 77)

Ensuring children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day (regulation 78)

Ensuring that, where food and beverages are supplied by the service, they are:

- nutritious and adequate in quantity
- chosen with regard to the dietary requirements of individual children (regulation 79)

#### **Administration of medication**

Ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations (regulations 93-96)

Where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable (regulation 94)

#### **Prescription and non-prescription drugs and alcohol**

That while educating and caring for children at the service, all staff must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children (regulation 83)

### **Sleep and rest**



Taking reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children (regulation 81)

### **Excursions**

Ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations (regulations 100-101), and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion (regulation 102)

### **Staffing**

Ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role (regulations 123 - 128)

## **OTHER SECTIONS OF THE NATIONAL LAW AND NATIONAL REGULATIONS THAT RELATE TO NOMINATED SUPERVISORS INCLUDE THE FOLLOWING:**

### **NOTIFICATION OF CHANGE**

If a nominated supervisor of an approved service:

- ceases to be employed or engaged by the service, or
- withdraws consent to the nomination The approved provider must notify the regulatory authority at least seven days prior to the nominated supervisor starting, or as soon as practicable and not more than 14 days after (section 173(2)(b) and regulation 174(1)).

### **REQUIREMENT TO DISPLAY DETAILS ABOUT THE SERVICE'S NOMINATED SUPERVISOR**

The approved provider must display the name of each nominated supervisor in a place where it is clearly visible to anyone from the main entrance to the education and care service premises. For family day care service premises, this includes the main entrance to the family day care office, and the family day care residences and venues (section 172).

Approved providers must determine if a person is suitable to be a nominated supervisor. Each nominated supervisor must successfully complete child protection training if required in their jurisdiction.

Information on the requirements to be appointed a nominated supervisor is included in the 'Responsible person requirements for approved provider' information sheet at [www.acecqa.gov.au](http://www.acecqa.gov.au).

## **Information regarding an Educational Leader's Role**

### **POSITION OBJECTIVE OF AN EDUCATIONAL LEADER**

The objectives of the position are as follows:

- Provide educational leadership while working as a member of a collaborative service team
- Lead and guide the development and implementation of a high-quality educational program, based on an approved curriculum framework that promotes each child's learning across five learning outcomes. This will be undertaken in consultation with children, the committee of management (employer) and the families of children attending Leslie Moorhead Pre-School Centre.
- Operate in an ethical, professional manner at all times and work with others in the leadership team to ensure that the service meets the requirements of the *Education and Care Services National Law (National Law)*; *Education and Care Services National Regulations (Regulations)*, the Department of Education and Training (DET) *Kindergarten Funding Guide*; and functions in line with approved policies, procedures and the Quality Improvement Plan of Leslie Moorhead Pre-School Centre.
- To motivate other educators at the service to achieve the best learning outcomes for children