

## HAMILTON ISLAND POSITION DESCRIPTION

### POSITION DETAILS

<b>POSITION TITLE:</b>	Group Leader	<b>LOCATION:</b>	Hamilton Island
<b>DIVISION:</b>	Corporate Services	<b>DIRECT REPORTS:</b>	Childcare staff (up to 5)
<b>REPORTS TO:</b>	Director – Island Kindy and Clownfish Club	<b>INDIRECT REPORTS:</b>	Nil
<b>DATE PREPARED:</b>	August 2012		

### JOB PURPOSE

Assists the Childcare Director and Assistant Directors in planning and implementing appropriate programs for the children in their care, ensuring that they are in accordance with Government Regulations and provide a high level of quality service to guests, residents and children at all times

### JOB RESPONSIBILITIES (NOT LIMITED TO)

- Prepares all daily activities and a balanced and appropriate program to meet the children's needs
- Ensure nutritional, clothing, sleeping and toilet requirements of each child are met and recorded
- Assess and monitor the needs of each child on a daily basis
- Interact with children and foster self esteem and be responsive to feelings and needs
- Assist the Childcare Director and Assistant Director with daily administration duties including the ordering of stock, food and materials as required
- Assist the Childcare Director Assistant Director with child care bookings and babysitting bookings according to the centre's procedures and ratios
- Cashiering duties including cash up using the P.O.S. system; reporting any cashiering discrepancies to the Director(as directed)
- Provide basic training and exchange of relevant information to new staff
- Direct and supervise Childcare Assistants ensuring quality care is provided at all times
- Adhere to all licensing requirements, ensuring a high quality of care is provided and work as a team towards all common goals
- Attend and participate in staff meetings outside of work hours when required
- Assist the Childcare Director and Assistant Director with preparing policies and quality improvement plans to support the implementation of the National Quality Framework , Regulations and Law.
- Ensure that WH&S standards are maintained at all times following reporting procedures as per HIE and centre policy

### EXPERIENCE & QUALIFICATIONS

- Childcare specific tertiary qualifications (Essential)
  - (a) A Diploma or Advanced Diploma in an area of study applying to child care workers under the AQF; or
  - (b) A qualification mentioned in Part 4.4 Division 7 section 137to 143 of the Education and Care Services National Regulations 2011or
  - (c) A qualification that is at least a 2 year qualification, in early childhood studies or child care studies from a higher education institution; or
- Minimum Requirement: First Aid Certificate, current Blue Card and current CPR (Essential)
- Minimum 2 years practical experience in childcare 0 - 14 years (Essential)
- Knowledge of Education and Care Services National Regulations, National Quality Framework and National Quality Standards, Early Years Learning Framework, WPH&S Act (Essential)
- Hold or willing to apply for a Certified Supervisors Certificate (Essential)
- Anaphylactic and Asthma training (Desirable)

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### PERSON SPECIFICATION/SKILLS

- Excellent communication skills
- Have a positive and helpful attitude
- Well presented and groomed
- Team player
- High level of care and eye for detail
- High level of customer service
- Reliable and flexible to work rotating roster

### KEY WORKING RELATIONSHIPS

- Guests of Hamilton Island
- Hamilton Island State School
- Concessionaires
- Australian Children's' Education and Care Quality Authority
- PSCQ- Professional Support Co-coordinator Workforce Council
- Sunshine Coast TAFE
- Office of Early Childhood Education and Care
- Whitsunday Council
- Dept Family Services
- Dept Housing and Community Services
- QLD Professional Childcare Association
- Lady Gowrie & Montessori Association
- HIE Executive Team & Stakeholders
- Whitsunday Crisis Care, Creche and Kindergarten Association

