# Vice President

## Job Description

### 1. 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.

### 2. POSITION PURPOSE

- To support the President and Committee of Management in providing effective governance, with a focus on compliance, policy development and child safety.
- To lead the review, development and implementation of SPK policies and procedures in line with the National Quality Framework (NQF), Child Safe Standards and funding requirements, ensuring best practice and a culture of safety across all operations.
- As a member of the Executive Subcommittee, the Vice President is required to become an Approved Provider under the NQF and may act on behalf of the President when required.

### 3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Has an interest in governance or policy, however no prior knowledge of the NQF is required.
- Is organised, collaborative, and confident communicating with internal and external stakeholders.
- Can attend monthly CoM meetings, either in person or via video call, as this role forms part of the kindergarten's governance and decision-making process.

### 4. KEY RESPONSIBILITIES AND ACTIVITIES

| Key Responsibility: | POLICY LEADERSHIP AND GOVERNANCE |
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Activities

- Maintain the Policy Index and oversee the annual review and endorsement of policies, following SPK's Policy Review Procedures and ELAA's PolicyWorks guidelines.
- Oversee policy document management on the shared drive and ensure controlled versions are accessible.
- Work collaboratively with the President, Quality Improvement Officer, Nominated Supervisor, WHS Officer and Sustainability & Diversity Officer to ensure all policies remain current, compliant and aligned with SPK's priorities for child safety, inclusion and continuous improvement.
- Identify any operational changes required from new or updated policies and support implementation (e.g. revised forms or procedures).
- Communicate policy updates to families and lead consultation on significant policy changes.

| Key Responsibility: | CHILD SAFE LEADERSHIP |
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Activities

- Act as the Child Safe Lead on the Committee of Management, ensuring the Child Safe Standards are embedded across all SPK operations, policies and decisions.
- Support the President in fulfilling obligations under the Reportable Conduct Scheme.
- Work with the Quality Improvement Officer and Nominated Supervisor to monitor and report on Child Safe goals and actions within the QIP and policy reviews.
- Maintain clear, visible processes for reporting concerns, incidents or allegations, and ensure all staff, volunteers and Committee members complete annual Child Safe and Mandatory Reporting training.
- Escalate urgent maintenance or safety issues in collaboration with the WHS Officer and Maintenance Officer to ensure prompt resolution.

| Key Responsibility: | EMPLOYEE RELATIONS AND SUPPORT |
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Activities

- Act as the primary staff liaison for the Committee of Management, maintaining respectful and transparent communication between educators and the CoM.
- Support staff and the CoM in performance management processes, recruitment, and workplace relations.
- Participate in the Complaints and Grievances Subcommittee as required.
- Provide assistance in conflict management or sensitive staff matters when needed.

| Key Responsibility: | POLICIES MANAGEMENT |
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Oversee updates (follow templates and update schedule) and manage the following policies

- Compliments and Complaints Policy
- Child Safe Environment and Wellbeing Policy
- Family Violence Support Policy
- Staffing Policy
- Governance and Management of the Service Policy

**Support, training and advice are available through the Early Learning Association Australia**

*This role works collaboratively with other Committee members, educators and staff to ensure Summerhill Park Kindergarten operates as a cohesive, safe and high-quality service.*