

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

Responsible for the review, development and implementation of the Summerhill Park Kindergarten's (SPK) policies and procedures to meet legislative, regulatory and funding requirements. The Vice President is a member of the Executive Subcommittee and as such is required to become an Approved Provider as defined by the National Quality Framework (NQF). The Vice President will support the President in official duties when required.

3. KEY ATTRIBUTES OF THE ROLE

No prior knowledge or experience is required for this role. It is suitable for someone with basic computer skills who can attend the monthly Committee of Management (CoM) meeting and Executive Subcommittee meetings, which are convened when necessary. Some knowledge of policy development would be an advantage but not required as support from Early Learning Association Australia (ELAA) is available.

4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	POLICY
Activities <ul style="list-style-type: none"> ● Maintain the Policy Index for the year, allocate review of policies and oversee the review /implementation and endorsement of revised policies in accordance with the SPK's Policy Review Procedures and ELAA's PolicyWorks guidelines. ● Be familiar with ELAA's PolicyWorks catalogue and policy review guidelines to ensure policies are current and relevant and to provide advice to the CoM, staff and families ● Ensuring policy document integrity on the G Drive. ● Identify any operational changes/action required from new/updated policy implementation and assist with such implementation as required (eg. development of amended forms) ● Communicate policy changes to parents, including leading any consultation with parents on significant changes to SPK policies 	

Key Responsibility:	CHILD SAFE
Activities <ul style="list-style-type: none"> ● Be the CoM member responsible for Child Safe, including taking lead on implementing Quality Improvement Plan goals associated with Child Safe; staying abreast of Child Safe related laws and regulations; and keeping CoM informed of any Child Safe matters that affect SPK. ● Promote the Child Safe philosophy at SPK as a priority including ensuring that the Child Safe standards are continuously and actively considered in all decision making at SPK ● Prioritise and expedite maintenance issues that relate to child safety including seeking approval from Exec CoM for a paid repair 	

Key Responsibility:	EMPLOYEE RELATIONS
Activities <ul style="list-style-type: none"> ● Act as the staff liaison for the Committee of Management ● Assist staff with performance management strategies ● Member of Complaints and Grievance Subcommittee as required ● Assist with conflict management as required ● Co-ordinate and manage Staff recruitment or other staff issues that may arise 	

Key Responsibility:

POLICIES MANAGEMENT

Oversee updates (follow templates and update schedule) and manage the following policies

- Complaints and Grievances Policy
- Governance and Management of the Service Policy
- Child Safe Environment Wellbeing Policy
- Family Violence Support Policy
- Staffing Policy
- Acceptance and Refusal of Authorisation Policy
- Delivery and Collection of Children Policy
- Supervision of Children Policy