

Position Description

<i>Position</i>	QUALITY, SUSTAINABILITY & DIVERSITY OFFICER
<i>Date Written</i>	December 2022
<i>Updated</i>	October 2024

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 encourage and promote quality, cultural diversity within the kindergarten and ensure environmental sustainability is at the heart of everything we do. By promoting cultural diversity and environmental sustainability, we create a nurturing environment that prepares children for a bright and responsible future.

3. KEY ATTRIBUTES OF THE ROLE

No prior knowledge or skills are required for this role. This role is suitable for someone with basic computer skills who can attend monthly Committee of Management meetings, or as required.

Key Responsibility:	ENVIRONMENTAL SUSTAINABILITY
Activities	
<ul style="list-style-type: none"> • Develop and implement strategies and activities to promote environmental sustainability across the organisation. • Foster collaboration between the Committee of Management (CoM) and staff to drive sustainability initiatives and policy implementation. • Review and develop the Environmental Sustainability Policy, ensuring compliance and exploring opportunities for quality improvement. • Contribute to the development of new Quality Improvement Plan (QIP) goals, focusing on environmental sustainability and overseeing their implementation. • Drive a culture of sustainability, promoting environmentally responsible practices throughout the organisation. 	

Key Responsibility:	MULTICULTURAL DIVERSITY
Activities	
<ul style="list-style-type: none"> • Foster a welcoming environment for all families by developing strategies and activities that promote multicultural diversity. • Support staff with access to resources such as books in multiple languages, enabling them to better engage with diverse families. • Advance the Reconciliation Action Plan and explore innovative ways to celebrate cultural diversity at SPK. • Lead policy reviews and implementations to ensure cultural diversity is at the forefront of SPK's practices. • Collaborate in Child Safe reviews and initiatives to ensure the promotion of cultural diversity is integrated into child safety practices. • Contribute to the development of new QIP goals that prioritise cultural diversity and inclusion. 	

Key Responsibility:	QUALITY
Activities	
<ul style="list-style-type: none">• Responding to and managing the QIP, including any required consultation with teachers• Briefing the committee on compliance with and updates to the QIP.	