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## Caroline Chisholm School – Chisholm Preschool Unit

### Position Descriptors Procedure

#### Position Descriptors

##### *Nominated Supervisor (Principal)*

- staffing preschool with suitably qualified staff
- preschool finances
- ensures the service is operated in compliance with the National Law, National Regulation and the National Quality Standard
- establish effective and efficient administration and record management systems to ensure all information is kept securely in compliance with legal requirements
- leading and assisting preschool staff with school improvement and professional development
- contact Regulatory Authority to report serious incidents
- dealing with complaints
- work closely with the JC deputy principal to ensure alignment of policy, procedures and practice
- organising suitably qualified relief staff for preschool
- organising suitably qualified release staff for preschool staff lunch breaks
- works collaboratively to develop an annual preschool budget.

##### *Educational Leader (P-K Executive Teacher)*

- leads team meetings
- leads professional learning with the preschool team and understanding of NQS and EYLF
- ensures opportunities are available for staff to discuss and reflect on current practices and to discuss individual and groups of children's needs
- promotes children's learning and development through a variety of strategies e.g. making readily accessible the provision of a variety of information for parents
- promotes positive relationships between families and educators and communicating individual students development through a range of reporting techniques e.g. formal and informal interviews
- leads transitions to preschool and from preschool to kindergarten
- leads the information night for preschool and for kindergarten
- works collaboratively to develop an annual preschool budget.

##### *Teachers (Responsible Person)*

- creates, delivers, assesses and evaluates a preschool program that meets the needs and interests of each child, connected with the EYLF
- ensures all educators are adhering to preschool procedures and Directorate policies
- reports to parents in a variety of formal and informal formats
- administers first aid, following school policies and procedures
- implements role in Emergency Procedures
- actively supervises and engages with all learners throughout the day
- works with the preschool team to ensure safety checklists and equipment checks are completed regularly

- makes observational notes on every learner throughout the term and adjusts program and practice to meet student needs
- designs and implements ILPs, PBSPs and works with therapists and the SAP team to support learner need
- works collaboratively to develop an annual preschool budget.

*Assistant Educators*

- completes daily safety checks of indoor and outdoor environment
- checks first aid supplies and administer first aid, following school procedures and policies
- supports the classroom teacher to administer medicine to students, following school policy and procedures
- implements role in emergency procedures
- ensures cleaning of equipment of procedures are followed
- supervises and engages with students throughout the day.

Reviewed February 2021