



TITLE	Director of Children's Services
EMPLOYMENT STATUS	Full Time 1.0 FTE
DEPARTMENT	Early Learning Centre
ENTERPRISE AGREEMENT	Current applicable Launceston Church Grammar School industrial instrument
EA CLASSIFICATION	To be determined based on Industrial Instrument
REPORTS TO	Head of Junior Campus
REPORTS	Educational Leader (for the Position of Responsibility), OSHC Coordinator and Early Learning staff as allocated
LOCATION	Junior Campus

Scope of position

The Director of Children's Services provides strategic and operational leadership across Early Learning (children under three), Pre-Kinder, Kinder and Outside School Hours Care (OSHC). The Director is accountable for safe, high-quality, inclusive and financially sustainable education and care, and for ensuring that the School's approved services operate in accordance with the National Quality Framework, School policies and the service philosophy.

The role deliberately separates organisational leadership and regulatory accountability from day-to-day pedagogical leadership. The Director enables and supports the Educational Leader, directly manages the OSHC Coordinator, and maintains clear accountability for workforce, compliance, budgets, enrolments, family relationships and service improvement. Any appointment as a nominated supervisor or other statutory role is made separately by the Approved Provider and requires the appropriate assessment and written consent.

Key Relationships

- Principal and Head of Junior Campus
- Chief Operating Officer, HR Manager and governance, risk, compliance and WHS staff
- Educational Leader, OSHC Coordinator, teachers, educators and administration staff
- Enrolments, Finance, Payroll, Learning Enrichment, Health Centre and Facilities teams
- Children, families, carers, regulatory authorities, inclusion agencies and professional networks

Duties and Responsibilities

STRATEGIC SERVICE LEADERSHIP

- Set and implement an integrated direction for Early Learning, Pre-Kinder, Kinder and OSHC, aligned with the School's strategy, Anglican ethos and service philosophy.
- Translate strategic priorities into annual service plans, measurable objectives, workforce plans and Quality Improvement Plan priorities.
- Advise the Head of Junior Campus and School leadership on service capacity, quality, risk, resourcing and emerging regulatory requirements.
- Promote a collaborative culture in which children, families and staff contribute meaningfully to service development.

GOVERNANCE, COMPLIANCE AND CHILD SAFETY

- Ensure each approved service has current approvals, statutory designations, staff records, policies, procedures and required notifications.
- Embed the safety, rights and best interests of children as the paramount consideration in operational, staffing, financial and quality decisions.
- Oversee compliance with the National Law and Regulations, National Quality Standard, approved learning frameworks, Child Care Subsidy requirements and relevant Tasmanian obligations.
- Maintain an assurance calendar covering audits, mandatory training, qualifications, Working with Vulnerable People checks, first aid, emergency management, medical conditions, safe arrival, excursions, transport, digital devices and records.
- Lead responses to serious incidents, complaints, regulatory enquiries and non-compliance, ensuring timely escalation, notification, investigation and corrective action.
- Ensure workforce information and changes are entered in required registers and systems within applicable timeframes.

PEOPLE, CULTURE AND WORKFORCE

- Lead, supervise, support and develop the Early Learning and OSHC leadership team and wider workforce.
- Plan staffing against actual attendance, service approvals, qualification requirements, educator-to-child ratios, adequate supervision and continuity of relationships.
- Protect the Educational Leader's allocated release time and ensure the role is not routinely absorbed by operational relief or administration.
- Lead recruitment, induction, performance development, succession planning and professional learning in partnership with HR and the Educational Leader.
- Promote psychologically safe, ethical and professionally accountable practice, including early intervention when conduct or capability concerns arise.
- Ensure relief, leave and emergency staffing arrangements do not depend on the Director or Educational Leader being routinely counted in minimum ratios.

QUALITY, EDUCATIONAL AND INCLUSIVE PRACTICE

- Sponsor the Educational Leader's work and ensure curriculum leadership is linked to service philosophy, quality improvement and professional learning.
- Oversee self-assessment and the Quality Improvement Plan across all seven Quality Areas, with clear owners, evidence and review dates.
- Ensure effective inclusion planning, reasonable adjustments, specialist collaboration and access to inclusion support funding where available.
- Strengthen continuity of learning and relationships across Early Learning, Pre-Kinder, Kinder, Prep and OSHC.

FINANCE, ADMINISTRATION AND FAMILY PARTNERSHIPS

- Prepare and manage service budgets, staffing establishment, resources, procurement and capital priorities.
- Oversee enrolments, capacity, attendance, fee and Child Care Subsidy data integrity, debtor escalation and management reporting.
- Maintain clear, respectful communication with families, including timely resolution of concerns and transparent explanation of service decisions.
- Provide accurate reports to School leadership on quality, compliance, workforce, enrolment, financial and service performance.

OTHER DUTIES

- Model constructive working relationships and information-sharing across the School.
- Maintain accurate, secure and appropriately confidential records.
- Undertake other duties consistent with the purpose and level of the position, as reasonably directed.
- Comply with applicable legislation, regulatory requirements, professional standards and School policies.

WORKPLACE HEALTH AND SAFETY - WORKER

- Take reasonable care for your own health and safety and for the health and safety of others.
- Comply, so far as reasonably able, with lawful and reasonable health and safety instructions.
- Co-operate with School policies and procedures, including promptly reporting hazards, incidents, injuries and near misses.
- Contribute to risk assessment, emergency preparedness and continuous improvement within the role's area of responsibility.

Key Selection Criteria

QUALIFICATIONS / CERTIFICATIONS

- An ACECQA-approved early childhood teaching qualification, or another qualification and experience profile accepted by the School following regulatory verification.
- **Working with Vulnerable People Registration** – Department of Consumer, Building and Occupational Services.
- **National Police History Record Check**
- **Driver's Licence** – A current (open) driver's licence
- HLTAID012 – **Provide First Aid in an Education and Care Setting** and HLTAID009 - **Provide CPR**

EXPERIENCE

- Substantial leadership experience in a regulated early childhood education and care service, preferably across multiple age groups or service types.
- Demonstrated responsibility for National Quality Framework compliance, quality improvement, workforce planning, budgets and family engagement.
- Experience leading change, developing leaders and building a stable, reflective and accountable team.
- Experience managing incidents, complaints, inclusion and complex operational matters with sound judgement.

SKILLS AND CAPABILITIES

- Strong strategic, operational and regulatory judgement, with the ability to convert requirements into practical systems.
- High-level people leadership, coaching, communication, conflict resolution and stakeholder management skills.
- Ability to interpret legislation, analyse data, identify systemic risk and provide concise executive advice.
- Strong financial, workforce and administrative capability, including confident use of service management and School systems.
- Commitment to child-centred, culturally responsive, inclusive and ethical practice.

Safeguarding Children and Young People

Launceston Church Grammar School is a ChildSafe School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and Personal Qualities

- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Honest, trustworthy and ethical
- Well-developed interpersonal and communication skills with the ability to connect with students, parents and colleagues.
- Emotional intelligence and self-control
- Adaptability and resilience
- Collaboration and service orientation
- Attention to detail and accountability
- Commitment to continuous improvement

Our Values

Grammar's values are love, grace, humility, costly service and hope. In this role, love means placing each child's dignity, safety and belonging at the centre of decisions; grace means responding fairly and constructively when families or staff need support; humility means listening, learning and sharing leadership; costly service means accepting the effort and accountability required to steward people, resources and compliance well; and hope means building a service in which children, families and staff can flourish.

Position holder acknowledgement	Date
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