

POSITION DETAILS

Title of Position:	Early Years Compliance Officer
Reports to:	Manager: Learning and Curriculum
Section:	School Quality and Performance
Team:	Learning and Curriculum
Number of Direct Reports:	Nil
Classification:	Level E Position 5

BROAD PURPOSE

Catholic Education South Australia (CESA) has embarked on a significant period of innovation and change to respond to opportunities emanating from the South Australia Commission for Catholic Schools (SACCS) strategy *Towards 2027: Expanding Horizons and Deepening Practices*.

Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

POSITION OVERVIEW

The Early Years Compliance Officer will demonstrate a commitment to our students and our understanding of all people is that we see them as 'thriving people, capable learners, leaders for the world God desires'. Underpinning everything we do, this ensures our students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

The Early Years Compliance Officer will work collaboratively with the Early Years Advisor and the Education Advisor: Early Years Compliance to inform current and future directions in the provision of Early Childhood Education and Care in Catholic Education in South Australia as it relates to Preschools, Occasional Care, and Out of School Hours Care Services. This will include the provision of strategic advice through the Manager: Learning and Curriculum on legislative regulation matters relating to Early Childhood Education and Care.

The Early Years Compliance Officer will work within the School Quality and Performance team (SQP) and has the delegated responsibility to support the operational and compliance, obligations of the South Australian Commission for Catholic Schools (SACCS) in its role as the Approved Provider for CESA Preschools, Out of School Hours Care (OSHC) and Occasional Care services.

SIGNIFICANT WORKING RELATIONSHIPS

- Director School Quality and Performance
- Manager: Learning and Curriculum
- Manager: School Performance Leaders
- Manager: School and System Improvement
- Manager: Learning Diversity and Wellbeing
- School Performance Leaders
- Early Years Advisor
- Education Advisor: Early Years Compliance
- SQP Administrative staff
- Principals and Services Directors
- School Communities

KEY RESPONSIBILITIES

The Early Years Compliance Officer will:

- implement the SACCS strategy for the provision of Preschools, Occasional Care, and Out of School Hours Care (OSHC) Services,
- establish integrated protocols and procedures for schools, the Catholic Education Office and SACCS in Early Childhood Education and Care as they relate to Preschools, Occasional Care and Out of School Hours Care Services (OSHC),
- develop support resources for school leaders to ensure they are well supported to meet all legislative requirements,
- provide expert advice to the Manager: Learning and Curriculum on matters relating to Early Childhood Education and Care as they relate to Preschools, Occasional Care and Out of School Hours Care Services,
- work with senior leaders and Principals, preschool and school communities on current and future provision of Preschools, Occasional Care and Out of School Hours Care Services in CESA,
- monitor, and implement policy in Early Childhood Education and Care as it relates to Preschools, Occasional Care and Out of School Hours Care Services,
- have oversight and responsibility for the implementation and monitoring of national standards and regulations and reporting the requirements of the Early Childhood Education and Care as they relate to Preschools, Occasional Care and Out of School Hours Care Services,
- coordinate and deliver professional learning opportunities in Early Childhood Education and Care to ensure a high-quality service continues to be provided in all centres,
- provide leadership for Preschools and Out of School Hours Care Services, by educating and informing providers and services of their obligations
- work with the Education Advisor: Early Years Compliance to deliver and maintain clear processes and procedures for monitoring compliance with the National Law and Regulations, that is consistent with the objectives of the National Quality Framework (NQF)
 - ensure the safety, health and wellbeing of children,
 - improve children's educational and developmental outcomes,
 - promote continuous quality improvement in education and care services,
- manage variations to existing services, and applications for new services with the Education Standards Board (ESB), including waivers/notifications,
- provide support to services in preparation for and during their Assessment and Rating process,
- oversee the process of data request and data collection required by the state and national governments,
- oversee Policy and Procedure review cycle,
- provide regular visits to Preschools, OSHCs, ELCs, and Occasional Care services for support and compliance,
- respond to and report compliance and investigation issues in consultation with the Education Advisor: Early Years Compliance,
- represent CESA on the OSHC Quality Improvement Group,
- maintain digital reporting and recording systems (PRODA and PEP) and ensure access provided to users is accurate at all times,
- carry out other duties as required by the Directors (or Delegate)

SELECTION CRITERIA

QUALIFICATIONS:

- hold an ACECQA approved qualification in Early Childhood Education and Care,
- have a working knowledge and understanding of current state and national policies, legislation and regulations in the area of Early Childhood Education and Care at state and national levels and the skills in leading policy and curriculum review, reform, design, implementation and evaluation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- a commitment to the ethos of Catholic Education and a knowledge and understanding of Catholic Schools,
- a working knowledge and understanding of current state and national policies, legislation and regulations in the area of Early Childhood Education and Care at state and national levels and the skills in leading policy and curriculum review, reform, design, implementation and evaluation,
- in-depth knowledge and understanding of policies, procedures, legislation, and regulations as they relate to Preschools, Occasional Care and Out of School Hours Care Services.
- a working knowledge and understanding of the National Quality Framework.
- a strong understanding of governance and compliance in Early Years Education and Services,
- experience and expertise in planning, leading and facilitating capacity building and professional learning with a range of participants and partners in a variety of modes.
- high level interpersonal, communication and relational skills as well as experience and training in coaching and mentoring practices.
- the ability to work cohesively, collaboratively and effectively within a team environment and with third party partners and networks.
- the ability to work effectively, collaboratively and creatively with Principals, Preschool and OSHC Directors.
- excellent organisational skills and the capacity to meet deadlines and manage competing demands.
- flexibility and the capacity to effect change.

Desirable

- experience and training in coaching and mentoring practices.

OTHER CONDITIONS

- Support CESA's Values:
 - *Openness to God's Spirit at work in our midst and living in Catholic faith.*
 - *Respect for the dignity of each person*
 - *Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide.*
 - *Inclusivity of those at the edges*
 - *Sensitivity, justice, and compassion*
- Participate in good character screening processes.

- Hold a current acceptable Working with Children Check (WWCC) clearance & SAVA Catholic Clearance.
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Comply with the Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.