

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 E6

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 Communities
- Early Years Advisor
- Education Advisor: Early Years Compliance
- SQP Administration Staff
- Principals and Services Directors
- School Performance Leaders

KEY RESPONSIBILITIES

OPERATIONAL & TECHNICAL

- Implement SACCS strategy for the provision of Preschools, Occasional Care, and OSHC Services
- Establish integrated protocols and procedures for schools, 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 Early Childhood Education and Care matters
- Monitor and implement policies in Early Childhood Education and Care, particularly for Preschools, Occasional Care, and OSHC 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 services as they relate to Preschools, Occasional Care, and OSHC services.
- Coordinate and deliver professional learning opportunities to ensure high-quality service across all centres
- Manage variations to existing services and applications for new services with the Education Standards Board (ESB)
- Support services during the Assessment and Rating process, providing guidance and support
- Oversee the data request and collection process required by state and national governments
- Maintain digital reporting and recording systems (PRODA and PEP), ensuring accuracy of access and data
- Oversee Policy and Procedure review cycle
- Ensure compliance with National Law and Regulations under the National Quality Framework (NQF)
- Carry out other duties as required by Directors or their delegate

BEHAVIOURAL

- Work with Senior Leaders and Principals, preschool and school communities on current and future provision of Preschools, Occasional Care, and OSHC services in CESA.
- Provide leadership for Preschools and OSHC 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
- Ensure the safety, health and wellbeing of children
- Improve children's educational and developmental outcomes
- Promote continuous quality improvement in education and care services
- 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

SELECTION CRITERIA

QUALIFICATIONS:

- ACECQA approved qualification in Early Childhood Education and Care
- 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

- 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.
- Working knowledge and understanding of the National Quality Framework.
- 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.
- 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's formative, challenging, engaging, life-long & life-wide.*
 - *Inclusivity of those at the edges.*
 - *Sensitivity, justice, and compassion.*
- CESA is committed to ensuring the safety, wellbeing and dignity of children and young people by complying with the National Catholic Safeguarding Standards. Good character screening and safeguarding training requirements apply to all positions. Among other things, you are required to maintain:
 - Appropriate clearances including a valid Working with Children Check (WWCC) clearance, a Catholic Clearance and clearance through the Catholic Education Office e-screening process.
 - Current certification in *Responding to Risk of Harm, Abuse and Neglect in Education & Care Settings*.
 - Undertake induction and ongoing training as directed.
- 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 actions or omissions do not adversely affect the health and safety of others.
 - 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

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