



POSITION TITLE: Liaison Officer (Community Portfolio Position)

Golden Square Kindergarten Philosophy

We believe that a high quality early childhood program should provide a safe and nurturing environment that promotes:-

Belonging is about knowing where and with whom we belong. A sense of belonging is integral to human existence. Children belong first to a family, within a cultural group, within a neighbourhood and a wider community. Belonging acknowledges interdependence with others and the primacy of relationships in defining identities. In early childhood, relationships are critical to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can be.

“**BEING**-recognises the significances of the here and now in children’s lives. It is about the present and them knowing themselves. Building and maintaining relationships with others. Engaging with life’s joys and complexities and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.” (ELYF)

“**BECOMING**-recognises children’s identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society” (ELYF).

(Extract from Belonging, Being and Becoming: an early Years learning Framework for Australia, February 2009).

1. Position Overview

This position runs for three years and will focus on maintaining and developing good relationships within the kindergarten community, the local community and the staff community of Golden Square Kindergarten. This role requires someone who has demonstrated qualifications or experience in the areas of communication, mediation and human resources.

NOTE: This is a volunteer role and will not receive any remuneration.

2. Position Responsibilities

Responsibilities will include:

- Assessment and management of grievances received in accordance with operational guidelines.
- Reviewing and assessing associated policies and procedures to ensure that they remain current.
- Assisting with the staff performance reviews and the employment process of staff.
- Attending the monthly meetings of the Committee of Management



3. The Role of the Committee

Golden Square Kindergarten is an incorporated association and is therefore run by an elected committee of management. Until 2016 the committee of management had been transient with an entirely new committee being elected each year. In order to maintain some consistency and retain knowledge, the decision was made to appoint community members with specific areas of expertise to the committee for three years.

The committee of management are responsible for the overseeing of the Kindergarten. They manage the budget, approve staff leave and professional development, vote on the purchasing of new equipment and discuss quality improvement initiatives.

It is essential that the committee of management work as a cohesive team along with the Educators to continually build and enable a quality early childhood education program.

4. Responsible to

This position reports directly to the president and the committee of management.

5. Tenure

Three years.

6. Desirable Skills

- a. A sound knowledge of current Early Childhood Education legislative
- b. Excellent verbal and written communication skills
- c. Experience / knowledge of working in the field Human Resources.
- d. A sound knowledge of Early Childhood Education.
- c. Ability to work co-operatively within a team to achieve team goals.
- d. Alignment to the Golden Square Kindergarten Philosophy.
- e. Display initiative and skills that contribute to innovative outcomes.
- f. Comply with the Golden Square Kindergarten Code of Conduct.
- g. Adhere with Golden Square Kindergarten's Privacy and Confidentiality Policy and Procedures.
- h. Intermediate to high level skills in Microsoft Office programs.

Approved: Golden Square Kindergarten President

Date:/...../.....

Agreed: (name / position title)

Date:/...../.....