

## **Level 4**

**This is an employee who has completed a Diploma in Children's Services or equivalent (e.g. Certificate IV in Out of School Hours Care) as recognised by licensing authorities and is appointed as the person in charge of a group of children in the age range from birth to 12 years or an employee who is appointed as an Authorised Supervisor**

### **Indicative duties:**

- **Responsible, in consultation with the Assistant Director/Director for the preparation implementation and evaluation of a developmentally appropriate program for individual children or groups.**
- **Responsible to the Assistant Director/Director for the supervision of students on placement.**
- **Responsible for ensuring a safe environment is maintained for both staff and children.**
  - **Responsible for ensuring that records are maintained accurately for each child in their care.**
    - **Develop, implement and evaluate daily care routines.**
- **Ensure that the centre or service's policies and procedures are adhered to.**
  - **Liaise with families.**