

EDUCATIONAL LEADER/ASSISTANT DIRECTOR – CHILDREN’S PROGRAM

Vision Statement

‘Leading learning and wellbeing practices for children, families and educators in South Australia through co-designed and future oriented programs.’

Summary of the Position and its Responsibilities

The position of Educational Leader/Assistant Director – Children’s Program (Thebarton) is to provide administrative support to the Director - Children’s Program, as well as pedagogical leadership of the children’s program, overall quality improvement and involvement in broader organisational initiatives. This position is a new role which will be trialled for 12 months.

This position will also provide leadership across the children’s program that is complimentary to the pedagogical leadership of the Director role. It is expected that the successful applicant will have the skills necessary to enact the role of Acting Director – Children’s Program (Thebarton) in the Director’s absence.

This role will work in close partnership with and under the direct guidance of the Director – Children’s Program (Thebarton) and will be focused on a variety of children’s program specific duties that are essential to the smooth operation of the program. All duties and key responsibilities will be undertaken in consultation and collaboration with the Director – Children’s Program (Thebarton).

Agreement, Award and Conditions

- Attendance at monthly Gowrie SA after-hours professional development sessions is a requirement
- Attendance at other relevant meetings is a requirement
- 0.6 FTE position supporting the Director Children’s Program – Thebarton
- The Assistant Director – Children’s Program will be paid at a rate which provides 36%-53% Above the Modern Award and a level of parity with the state based preschool teacher’s Award. The rate will be determined based on years of experience in a preschool teaching role.

An initial 12 month contract incorporating a review of effectiveness of the role will be offered. The review will determine whether the role will continue and if so, an updated J&P specification may be provided.

Educational Qualifications/Experience

Essential

- Minimum qualification of a 4 year Bachelor of Early Childhood Education in accordance with ACECQA approved qualifications
- Evidence of current registration with the South Australian Teacher Registration Board, and willingness to maintain registration
- Evidence of satisfactory DHS Working with Children Check
- Evidence of an up to date Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) Certificate
- Evidence of an up to date Senior First Aid Certificate
- Evidence of an up to date Asthma and Anaphylaxis Awareness Certificate
- An appropriate understanding and skill level in food safety and hygiene as required under the Food Safety legislation

Statement of Key Responsibilities

Educational leadership duties may include, but are not limited to:

- Contribute to the development and maintenance of high quality programs in the kindergarten rooms in collaboration with the kindergarten teachers and staff team
- Review and provide feedback to rooms on aspects of the core program cycle including group program, short term plans and documentation of children's learning
- Leadership and support of planning for development and maintenance of learning environments and educator practices
- Undertake review of room performance against the National Quality Standard using the weekly Quality Area Assessment system, and meet with the Director Children's Program – Thebarton to analyse the findings.
- Contribute to the development of systems and routines that support planning and delivery of programs
- Support planning in collaboration with the Director – Children's Program to address identified program and documentation challenges in rooms
- Work in collaboration with the Director – Children's Program to support educators' professional dialogue and critical thinking
- Supporting the Director in proactive analysis and identification of program/planning issues and/or gaps, and contributing to effective solution development
- Overview, recommendations, and resourcing for the aesthetics of the children's indoor and outdoor spaces, including maintaining and replacing equipment, resources, furniture and soft furnishings

Administrative duties may include, but are not limited to:

- Allocation of invoices
- Processing online timesheets
- Reviewing and updating procedures, Benefit Risk Assessments, policies
- Rostering of staff
- Maintenance and cleaning quotes and scheduling
- Checking AM/PM ratio snapshots
- Quarterly arrival and departure ratio tracking
- Drafting family newsletters
- Regular provision of information through the communication app to families
- Supporting smooth operation of the reception desk, including occasional relief as required
- Developing understanding of CCS and Spike
- WHS systems and processes
- Ensure monthly Quality Assurance Internal Spot Checks are undertaken and participate in meeting with Director Children's Program – Thebarton to plan how to address the issues identified
- Provision of written and verbal reports and contribution to role evaluation
- Collaborate with the Director Children's Program – Thebarton in managing the waiting list, planning transitions, offering new enrolments and maintaining utilisation at high levels
- Other tasks as required by the Director

It is expected that the Educational Leader/Assistant Director – Children's Program will act as the Director Children's Program – Thebarton when they are on leave. Duties associated with the acting role may include but are not limited to:

- Liaising with the Chief Executive Officer and Director Children's Program – Underdale as necessary
- Leadership of the Children's Program - Thebarton
- Ensuring the programs are staffed adequately and meet regulatory requirements on a day to day basis
- Overseeing and actioning of Director Children's Program – Thebarton emails, forms and communications and other tasks as delegated
- Planning of educator and teacher professional learning, in consultation with Director – Underdale, and/or other Program Leaders
- Reporting of incidents and issues arising to the Chief Executive Officer and responding to these as appropriate including notifying the state regulatory authority when required by regulations
- Responding to family feedback and concerns in consultation with the Director Children's Program – Underdale and the Chief Executive Officer
- Participation in staff recruitment and induction
- Participation in broader organisation activities and programs as directed

- Other duties as deemed appropriate by the Director Children’s Program – Thebarton and Underdale, and the Chief Executive Officer

In recognition of additional duties and higher levels of responsibility while performing the Acting Director Children’s Program – Thebarton role, the employee will be paid higher duties when fulfilling this role.

Person Abilities/Aptitudes/Skills

- Effective written and verbal communication
- Ability to work collaboratively with a team and other leaders, and to negotiate problem solving approaches
- Ability to work autonomously and demonstrate initiative
- Ability to receive, and act on, constructive feedback
- Ability to set goals, reflect and review
- Commitment to Gowrie SA vision, values and philosophy
- Maintain confidentiality and professionalism at all times
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work effectively with educators to support supervision of all areas accessible to children and work with children with particular needs
- Well-developed observation and reporting skills
- Ability to contribute to and lead group discussions
- Effective leadership, interpersonal skills and time management skills
- Ability to respond to parents in a sensitive, supportive, professional manner
- Ability to act in a professional and mature manner at all times
- Ability to deal calmly and effectively with a variety of urgent matters
- Ability to read and learn about the organisation’s philosophy, policies, and procedures

Knowledge

- Knowledge of the National Quality Framework, National Quality Standard, the Curriculum Framework (EYLF), and the Australian Curriculum, foundation to year 2 levels
- Knowledge of Workplace Health and Safety principles and practices
- Knowledge of Discrimination Laws
- Maintain a high level of understanding and knowledge of current evidence based education and care practices, including current and emerging practices
- Sound knowledge of child development
- Thorough knowledge of current early childhood education and care work practices
- Thorough knowledge of program planning requirements
- Thorough knowledge of children’s development and needs
- Thorough knowledge of a range of appropriate observation and documentation methods
- Thorough knowledge of Education and Care Services National Regulations
- Knowledge of child health, including nutritional requirements, infectious diseases and infection control
- Knowledge of effective time management methods
- Consistently demonstrate knowledge, understanding and practice of adult learning principles
- Knowledge of and commitment to social justice

Additional Requirements

- A current DHS Working with Children Check will be required
- A signed Statement of No Adverse Effects will be required and updated annually



DECLARATION OF EDUCATIONAL LEADER/ASSISTANT DIRECTOR – CHILDREN’S PROGRAM

Job & Person Specification

Approval by Director - Children’s Program:

Name:

Signature:

Date:

Acknowledged by Employee:

I have read the Educational Leader/Assistant Director – Children’s Program job and person description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability.

Name:

Signature:

Date:
