

## **ASSISTANT TO THE 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 Assistant to the Director – Children’s Program is to provide administrative support to the Directors - Children’s Program, so they are able to maintain focus on systematic pedagogical leadership of the children’s program, quality improvement and involvement in broader organisational initiatives. This position is a new role which will be trialled and evaluated for 12 months.

This position will also provide educational leadership across the children’s program that is complimentary to the pedagogical leadership of the Director role.

The role will require some contact work in the rooms to provide additional relief for non-contact time or monthly collaborative team planning meetings. The incumbent will provide non-contact time in the infant and toddler rooms estimated on average between 12-18 hours per week as designated on a weekly basis by the Directors.

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

### **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
- Full time position (0.8 FTE supporting the Director Children’s Program – Thebarton and 0.2 FTE supporting the Director Children’s Program – Underdale)
- The Assistant to the Director – Children’s Program will be paid at a Director (Level 1), in accordance with the Lady Gowrie Child Centre Inc. Enterprise Agreement

An initial 12 month contract incorporating a review of effectiveness of the role. The review will determine whether the role will continue.

### **Educational Qualifications/Experience**

#### **Essential**

- Minimum qualification of a relevant Diploma in Children’s Services in accordance with ACECQA approved qualifications
- Provide evidence of satisfactory DHS Working with Children Check
- Provide evidence of an up to date Responding to Abuse and Neglect (RAN) Certificate
- Provide evidence of an up to date Senior First Aid Certificate
- Provide evidence of an up to date Asthma and Anaphylaxis Awareness Certificate
- Have an appropriate understanding and skill level in food safety and hygiene as required under the Food Safety legislation

- Proven previous experience working with children in the early years sector

In making this role available to Diploma qualified staff, it offers career enhancement to those who do not hold a teaching qualification and contributes to building on the leadership opportunities available in the Children's Program.

### 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 0-3 rooms
- Review and providing 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 of, and maintenance of learning environments and educator practices
- Overview of and recommendations and resourcing for the aesthetics of the children's indoor & outdoor spaces including maintaining and replacing equipment, resources, furniture and soft furnishings
- Supporting planning in collaboration with the Directors – Children's Program to address identified challenges in rooms
- Undertake review of room performance against the National Quality Standard
- Contribute to the development of systems and routines that support planning and delivery of programs
- Work in collaboration with the respective 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

Administrative duties may include, but are not limited to:

- Allocation of invoices
- Processing timesheets
- Checking ratio snapshots at AM/PM
- Reviewing and updating procedures/BRAs/policies
- Rostering of staff
- Maintenance and cleaning quotes and scheduling
- Quarterly arrival and departure ratio tracking
- Drafting family newsletters
- Regular provision of information through the 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
- Other tasks as required by the Director
- Provision of written and verbal reports and contribution to role evaluation

### Person Abilities/Aptitudes/Skills

- Effective written and verbal communication
- Ability to work collaboratively 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 number of urgent matters
- Commitment to social justice

### **Knowledge**

- Knowledge of the National Quality Framework, National Quality Standard and the Curriculum Framework (EYLF)
- 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 the organisations philosophy, policies, and procedures
- 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 the National Quality Standard, Education and Care Services National Regulations and the Early Years Learning Framework
- 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

### **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 ASSISTANT TO THE DIRECTOR – CHILDREN’S PROGRAM

### Job & Person Specification

**Approval by Director - Children’s Program:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledged by Employee:**

I have read the Assistant to the 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: \_\_\_\_\_