

Children Services



Position Description	
Position Title	Assistant Director
Program Location	
Reports To	Director
Direct Reports	Nil
Award	Children Services Award
Classification	Children Services Employee Level 5
Community Services #1 Capability Level	Level 5
Objective	<p>The purpose of the Assistant Director role is to lead the Service curriculum and support the Director to manage day-to-day Service operations.</p> <p>The Assistant Director is the Service Educational Leader, as defined by ACECQA.</p> <p>In the absence of the Director, the Assistant Director will act as 'responsible person', as defined by ACECQA.</p>
Key Accountabilities and Capabilities	<p>Lead the Service curriculum, ensuring alignment with relevant legislation, regulations and frameworks, and being responsive to the Compliance and Curriculum Operations Director to deliver continuous improvement for the Service.</p> <p>Lead educator professional supervision, professional development and mentoring regarding curriculum development and delivery. Lead ongoing discussions on reflective practice and curriculum development through staff meetings, conversation circles and family forums.</p> <p>Ensure education programs are inclusive of all children and individual needs.</p> <p>Ensure own knowledge of sector best practice, the Early Years Learning Framework and the Education and Care Services National Regulations and Frameworks is current and maintained.</p> <p>Provide monthly curriculum report and action plan to the Service Director in line with education and care Frameworks.</p> <p>Support the Service Director to ensure smooth day-to-day Service operations and team performance.</p> <p>Ensure teams are in ratio at all times. Contribute to team rostering.</p>

	<p>Lead Service transition activities, Centre tours and family onboarding. Promote a positive culture and working relationships with staff, parents, children and the wider community.</p> <p>Contribute to maintaining the Service budget, including knowledge of the implications on the budget of staffing beyond ratio and purchase of excess resources.</p> <p>Contribute to planned, ongoing communication to families.</p> <p>Contribute to CS#1 and Children Services strategic planning and internal culture activities. Model, embed and champion participation of Service culture with Service teams.</p> <p>Maintain accurate information records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p>
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Selection Criteria	
Required Qualifications, Skills and Experience	<p>Demonstrated Diploma qualification in education and care.</p> <p>Demonstrated working knowledge of education and care legislation, regulations and frameworks, including those relevant to curriculum, duty of care, and care ratios.</p> <p>Demonstrated experience in successfully creating a culture of continuous education and care program improvement.</p> <p>Demonstrated ability to lead and mentor a team of Educators to successfully deliver, document and evaluate planned learning outcomes.</p> <p>Demonstrated ability to take on additional responsibilities to ensure Service operations continue when the Director is temporarily off-site.</p> <p>Demonstrated experience fostering strong working relationships between staff, families and members of the wider community.</p> <p>Demonstrated excellent administration skills and computer literacy.</p>
Additional Requirements	<p>Diploma qualification in education and care, as approved by ACECQA</p> <p>A.C.T. Working With Vulnerable People Card</p> <p>Anaphylaxis and asthma qualification, in accordance with ACECQA</p> <p>Current Driver Licence and own care (desirable)</p>

Acceptance	
I understand and accept the duties and responsibilities as	Employee:

outlined in this position description.	Date:
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