



# 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.</p> <p>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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<b>Selection Criteria</b>	
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 A.C.T. Working With Vulnerable People Card National Police Check Anaphylaxis and asthma qualification, in accordance with ACECQA Current Driver Licence and own car (desirable)</p>

<b>Acceptance</b>	
I understand and accept the duties and responsibilities as outlined in this position description.	<p>Employee:</p>     <p>Date:</p>

