

## ASSISTANT DIRECTOR & EDUCATIONAL LEADER POSITION DESCRIPTION

<b>Department:</b>	Chief Executive's Office
<b>Unit:</b>	Chief Executive's Office
<b>Section:</b>	St Peters Child Care Centre & Pre-School
<b>Reports To:</b>	This position reports to the Director, St Peters Child Care Centre & Pre-school or when Acting Director, St Peters Child Care Centre & Pre-school, reports to the Manager, Chief Executive's Office.
<b>Direct Reports:</b>	The Position is also expected to work in collaboration with other staff across the Centre and the Organisation generally. Nil.
<b>Classification:</b>	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement: Child Care Assistant Director
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>Some out-of-hours work and attendance at staff meetings, as required.</li> <li>Working hours will be scheduled via a rotating roster (e.g. early/late shifts) to ensure full leadership coverage across Centre opening hours.</li> </ul>

### PURPOSE

The Assistant Director is responsible for supporting the Director in the operational leadership of the St Peters Child Care Centre & Pre-school. The role ensures that the Centre's daily operations run efficiently and align with the Centre's Business Plan, regulatory frameworks and service standards and the Council.

The Assistant Director plays a key role in staff coordination, family engagement and ensuring compliance with the National Quality Framework (NQF), the Early Years Learning Framework (EYLF) and relevant Council policies. The role also promotes a positive, collaborative culture and supports the continuous improvement of service delivery.

### KEY RESPONSIBILITIES

#### Operational Support & Leadership

- Support the Director in the effective and efficient day-to-day management of the Centre, including staff rostering, enrolments, coordination of programming and administrative tasks.
- Ensure daily operations align with the Centre's Business Plan and strategic objectives.
- Act as the Responsible Person, as required and step into the Director role during periods of absence to ensure continuity of leadership and service delivery.
- Support the Director in basic financial administration tasks and develop skills in the Qikkids system (or equivalent Centre management software).
- Complete a minimum of two hours of programmed on-floor work daily (e.g. lunch or programming cover) to maintain connections with staff and children across different rooms.

#### Regulatory Compliance & Quality Improvement

- Ensure compliance with all relevant legislation, regulations and frameworks, including the NQF, EYLF and CCS requirements
- Promote continuous improvement in service quality through active participation in Quality Improvement Planning (QIP), policy development and review.

#### People Leadership & Team Culture

- Mentor, guide and support Educators to deliver high-quality programs, promoting a collaborative, inclusive and professional team culture.
- Promote professional growth and high performance across all staff levels.

#### Family & Community Engagement

- Build and maintain positive, respectful relationships with families, carers and other stakeholders.
- Respond to enquiries, concerns and feedback with professionalism and empathy.
- Represent the Centre positively within the community and contribute to its welcoming, inclusive environment.

## ASSISTANT DIRECTOR, ST PETERS CHILD CARE CENTRE & PRE-SCHOOL

### POSITION DESCRIPTION

- Assist in planning and coordinating special events and celebrations, enhancing family and community engagement.
- Support the Director by conducting tours and show-throughs for prospective families, ensuring a positive first impression of the Centre.

#### Child-Centred Practice & Safety

- Contribute to a safe, inclusive and engaging learning environment that supports each child's wellbeing, development and learning outcomes.
- Promote the rights, safety and best interests of children in all decision-making and daily practice.

#### Educational Leadership

- Act as the Educational Leader for the Centre, supporting Educators with curriculum development, planning and reflective practice in line with the most current EYLF.
- Support consistent, high-quality curriculum delivery and documentation across the service.
- Work with teams to strengthen programming, documentation and learning outcomes for children.

### SELECTION CRITERIA

#### ESSENTIAL CRITERIA

- Diploma or Bachelor's Degree in Early Childhood Education and Care (or equivalent as recognised by ACECQA).
- Minimum of five (5) years' experience in an early childhood education and care setting.
- Demonstrated understanding of the NQF, EYLF and related legislative and regulatory requirements.
- Strong interpersonal and communication skills, with experience building relationships across staff, families and stakeholders.
- Ability to support, guide and develop Educators to achieve high-quality outcomes.
- Demonstrated organisational skills, with the ability to manage competing priorities and work collaboratively in a team environment.
- Well-developed written and verbal communication skills, with the ability to communicate clearly and professionally across a range of settings.
- A values-driven and solutions-focused approach to leadership and service delivery.

#### DESIRABLE CRITERIA

- Previous experience in a leadership or 2IC role, within a long day care or pre-school setting.
- Knowledge of Local Government operations and frameworks.

#### JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance
- HLTAID012 First Aid qualification (or equivalent), including asthma and anaphylaxis training
- Child Protection training (e.g. Responding to Abuse and Neglect – Education and Care Focus)
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

#### WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
  - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
  - Comply with legislation, policies, procedures and participate in WHS training.
  - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
  - Use tools and equipment correctly to protect the health and safety of yourself and others.
  - Ensure you are medically and physically fit to undertake the requirements of your position.
  - Follow reasonable safety instructions.
  - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

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### POSITION DESCRIPTION

#### Leaders

As a leader, you are also responsible for:

- Implementing the Council's WHS Management System and ensuring team compliance.
- Leading the development, implementation and monitoring of WHS policies and procedures.
- Identifying, assessing and controlling workplace hazards to minimise risks.
- Investigating hazards and incidents and implementing control measures.
- Reporting work-related injuries promptly.
- Promoting a safe workplace by resourcing and supporting health, safety, wellbeing and return to work.
- Providing workers with information, instruction, supervision and training, particularly during workplace changes.
- Actively participating in WHS initiatives, audits and discussions.
- Supporting workers in the Return-to-Work process.
- Integrating WHS and risk management into recommendations to the Executive Leadership Team and Council.

### WHO WE ARE



**ASSISTANT DIRECTOR, ST PETERS CHILD CARE CENTRE & PRE-SCHOOL**  
**POSITION DESCRIPTION**

**AGREEMENT**

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

**APPROVED BY:**

**READ & AGREED TO BY:**

\_\_\_\_\_  
Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**

Date \_\_\_\_\_

\_\_\_\_\_  
**Insert Name of Incumbent.**  
**ASSISTANT DIRECTOR & EDUCATIONAL LEADER**

Date \_\_\_\_\_