ASSISTANT DIRECTOR

NATIONAL QUALITY STANDARD (NQS)

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| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP | | |
| 7.1 | Governance | Governance supports the operation of a quality service. |
| 7.1.3 | Roles and Responsibilities | Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service. |

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| Coastal Montessori ELC | |
| POSITION | Assistant Director |
| SUPERVISOR | Director/ Nominated Supervisor  In the absence of the Director/ Nominated Supervisor: Area Manager/ Approved Provider |
| DIRECT REPORTS | In the absence of Director/ Nominated Supervisor: Educational Leader, Educators, Staff |
| QUALIFICATIONS | * Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), *or:* * Diploma of Early Childhood Education and Care (or equivalent) * Current *Provide an Emergency First Aid response* *in an Education and Care Setting* qualification * Current ACECQA approved Anaphylaxis and emergency asthma management training * Valid Working with Children Check * Accredited Child Protection Training |
| ESSENTIAL EXPERIENCE | * Minimum 2 years’ experience in a leadership role in an Early Childhood Service or Minimum 5 years’ experience working in an Early Childhood Service * Previous experience in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional development and training, team leadership and management of staff. * Understanding and working knowledge of WHS legislation * Demonstrated knowledge of service’s requirements of the Child Care Subsidy (CCS) system and ability to perform software application for compliance * Be willing to accept the role of Nominated Supervisor under the Education and Care Services National Law Application Bill 2010 and Education and Care Services National Regulations * Demonstrated knowledge of the Early Years Learning Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018) |
| UP TO DATE KNOWLEDGE AND COMPLIANCE OF THE FOLLOWING LAW- REGULATIONS-ACTS | * Service Policies and Procedures * Education and Care Services National Law (2010) * Education and Care Services National Regulation (2011) * National Quality Standard (NQS) * Early Years Learning Framework (EYLF)/My Time Our Place (MTOP) * ECA Code of Ethics * Work Health and Safety Act 2009 * Commonwealth Privacy Act 1988 and the Australian Privacy Principles (APPs) (2014) * Fair Work Act * Family Assistance Law * Child Protection legislation * Child Safe Environments * Other relevant state and federal legislation and regulations as required |
| POSITION OBJECTIVES | * Assist the Director/ Nominated Supervisor to provide leadership and management to educators/ staff regarding all aspects of the operation of the service in line with relevant regulations and procedures * Liaise closely with and provide periodical reports to the Director/ Nominated Supervisor regarding matters relating to the smooth operation of the service * Perform the role of Director/ Nominated Supervisor in the absence of the Director/ Nominated Supervisor |

ROLE DIMENSIONS- KEY PERFORMANCE AREA

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| QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE | | |
| 1.1 | Program | The educational program enhances each child’s learning and development. |
| 1.2 | Practice | Educators facilitate and extend each child’s learning and development. |
| 1.3 | Assessment and planning | Educators and co-ordinators take a planned and reflective approach to implementing the program for each child. |

Educational Program & Practice Key Tasks:

* ensure Coastal Montessori ELC facilitates a Montessori based learning environment and develops learning programs responsive to children’s ideas, strengths and abilities that inspire independent learners
* in collaboration with the Director/ Nominated Supervisor monitor and mentor the Education Leader to facilitate the successful planning, implementation and evaluation of a program for the service that is reflective of an approved learning framework; the Early Years Learning Framework (EYLF) and the Montessori Curriculum.
* assist the Director/ Nominated Supervisor to provide support to the Educational Leader to ensure the early childhood program meets the goals of the EYLF to help children develop:
  + a strong sense of their identity
  + connections with their world
  + strong sense of wellbeing
  + confidence and involvement in their learning; and
  + effective communication skills
* implement inclusive practice and lead an environment which honours diversity
* be proactive in ensuring currency in best early childhood practice
* initiate and facilitate with the development, implementation and review of a service philosophy, and;
* assist in the development, implementation and update of the Quality Improvement Plan for the service in collaboration with the Director/ Nominated Supervisor and Educational Leader.

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| QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY | | |
| 2.1 | Health | Each child’s health and physical activity is supported and promoted. |
| 2.2 | Safety | Each child is protected. |

Children’s Health and Safety Key Tasks:

* promote child wellbeing and prevent harm to children and young people by adopting and adhering to the National Principles of Child Safe Organisations and Child Safe Environments
* maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children
* ensure compliance as a mandated reporter in accordance with the service Child Protection policy and procedures
* assist the Director/ Nominated Supervisor to comply with child protection in the workplace
* recognise and report misconduct, illegal or inappropriate behaviour to the Approved Provider
* inform the Director/ Nominated Supervisor / Approved Provider of all allegations or convictions of a child protection nature against an employee, of which you become aware
* ensure policies and procedures are adhered to ensure the children are safe and adequately supervised at all times
* ensure compliance as a mandated reporter in accordance with the service Child Protection policy and procedures
* in the absence of the Director/ Nominated Supervisor ensure the recruitment process includes the compliance with the Working with Children Check guidelines
* in the absence of the Director/Nominated Supervisor provide support and guidance to educators and staff to ensure children are protected from harm and hazard and are not subjected to corporal punishment or unreasonable discipline at any time in line with policies and procedures
* assist the Director/Nominated Supervisor to ensure educators and staff follow policies and procedures to ensure visitors to the service are supervised at all times and ensure children only the leave the service with a parent or authorised nominee or in an emergency evacuation situation, risk assessed excursion or regular outing in accordance with National Regulations
* maintain and demonstrate an extensive knowledge of Workplace Health and Safety (WHS) legislation and safety issues relating to children and educators, staff and visitors
* provide support to the Director/ Nominated Supervisor to provide information regarding correct manual handling techniques and procedures to educators and staff and ensure policies and procedures are followed and assist by identifying manual handling hazards and risks within the service
* assist the Director/ Nominator Supervisor(s) to ensure all educators and staff are aware of and respond positively and consistently to children’s additional needs including adjustments and requirements; diet and allergies; developmental needs etc.
* in conjunction with the Director/ Nominated Supervisor lead, guide and mentor educators and staff to a high standard of hygiene in compliance with procedures and policies
* in the absence of the Director/Nominated Supervisor lead, guide and mentor educators and staff to ensure adequate health and hygiene practice regarding safe food handling procedures are implemented at the service and ensure the preparation and storage of food adhere to relevant food safety standards
* assist the Director/ Nominated Supervisor to supervise and support educators and staff to ensure the administration of first aid or medication in compliance with relevant policies and procedures
* in the absence of the Director/Nominated Supervisor provide support and supervision to educators and staff to ensure accurate and detailed records of injury/illness/accident/trauma of individual children are recorded and families are notified within 24 hours of any injury/ accident/ accident or trauma
* in the absence of the Director/Nominated Supervisor ensure reporting of serious incidents to the regulatory authority within 24 hours in accordance with Education and Care Services National Regulations.

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| QUALITY AREA 3: PHYSICAL ENVIRONMENT | | |
| 3.1 | Design | The design of the facilities is appropriate for the operation of a service. |
| 3.2 | Use | The service environment is inclusive, promotes competence and supports exploration and play-based learning. |

Physical Environment Key Tasks:

* assist the Director/ Nominated Supervisor(s) to lead, guide and support educators and staff to create a safe, supportive, stimulating and educational environment for all children
* in the absence of the Director/Nominated Supervisor respond, document and develop a plan of action for any situation that may constitute a hazard to health and safety to children, families, educators, staff or visitors that has been reported by Lead Educators or educators.
* in the absence of the Director/ Nominated Supervisor resource the services with appropriate equipment and ensure the team maintain the aesthetics of the environment and ensure all resources and equipment are respected and maintained at the service
* in the absence of the Director/ Nominated Supervisor facilitate timely repairs and maintenance
* assist the Director/ Nominated Supervisor(s) to ensure the physical environment complies with the licensing requirements of the National Regulations, the Building Code of Australia (BCA) and Australian Safety Standards for all equipment and resources
* support the Director/ Nominated Supervisor to ensure effective processes are in place to meet WHS requirements
* in collaboration with the Director/ Nominated Supervisor ensure the service strives towards environmental sustainability in all areas through sustainability action plans; and
* assist the Director/ Nominated Supervisor with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.

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| QUALITY AREA 4: STAFFING ARRANGEMENTS | | |
| 4.1 | Staffing Arrangements | Staffing arrangements enhance children's learning and development. |
| 4.2 | Professionalism | Management, educators and staff are collaborative, respectful and ethical. |

Staffing Arrangements Key Tasks:

* assist in the induction process of new educators and staff within the service in line with the *Probation and Induction Orientation Policy* and procedures
* provide support to the Director/ Nominated Supervisor to ensure educators and staff have a working knowledge of the National Quality Framework and meet these guidelines in their work practices
* in collaboration with the Director/ Nominated Supervisor help others to understand their obligations to comply with legislation, rules, policies and procedures relating to the operation of the Service
* demonstrate a thorough knowledge of the Code of Ethics (Early Childhood Australia Inc.) and ensure educators and staff act within these guidelines
* support the Director/ Nominator Supervisor to ensure educator and staff qualifications and ratios meet the needs of the service in accordance with the National Quality Framework (NQF)
* contribute to the development of a *Statement of Commitment to Child Safety and Wellbeing* to demonstrate a strong culture of child safety within the Service
* provide support to the Director/ Nominated Supervisor to ensure educators and staff adhere to our Child safe policies including *Child Safe Environment Policy,* *Child Protection Policy,* at all times and take all reasonable steps to protect children from abuse and harm
* assist the Director/ Nominated Supervisor to support educators and staff to ensure compliance with a zero tolerance of racism within the Service
* demonstrate strong leadership skills in education and management to effectively manage a team
* contribute positively and effectively to the team environment within the organisation to ensure smooth operation of the service
* assist the Director/ Nominated Supervisor to ensure the daily organisation of staff meet minimum qualifications and educator to child ratios at all times
* promote a healthy team environment and develop positive channels of communication and assist the Director/ Nominated Supervisor to foster a cohesive team environment where educators/ staff feel supported and valued
* participate in ongoing professional development and training programs and support staff to undertake further professional development in conjunction with the Educational Leader
* assist the Director/ Nominated Supervisor to provide feedback to educators and staff regarding their conduct and work practices whilst creating a supportive workplace environment
* in the absence of the Director/ Nominated Supervisor implement the service Performance Management procedures as required, to develop a continuous process of planning, mentoring and reviewing performance for educators and staff
* provide assistance to the Director/ Nominated Supervisor to Implement the service *Dealing with Complaints Policy* and procedures
* encourage educators and staff to follow the *Dealing with Complaints Policy* in relation to complaints or incidents
* ensure any grievances raised by educators, staff or families are reported to the Director/ Nominated Supervisor
* keep up to date with current trends and issues in Early Childhood Education and Care and share information with the Director/ Nominated Supervisor and educators/ staff to support research-based practices within the service
* assist the Director/ Nominated Supervisor to conduct regular staff appraisals and support development of plans which will extend educators and staff abilities and practices; and
* in the absence of the Director/ Nominated Supervisor ensure staff meetings, family meetings and management meetings are planned and held as required and be willing to attend, if required.

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| QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN | | |
| 5.1 | Relationships between educators and Children | Respectful and equitable relationships are maintained with each child. |
| 5.2 | Relationships between children | Each child is supported to build and maintain sensitive and responsive relationships. |

Relationships with Children Key Tasks:

* view and respect children as competent and capable
* promote positive, comforting and nurturing relationships with children
* provide assistance to support to the Director/ Nominated Supervisor to ensure that educators and staff provide a supportive educational environment for all children and families
* promote the cultural safety, participation and empowerment of culturally and/or linguistically diverse backgrounds, including Aboriginal and Torres Strait islander children to express their culture and enjoy their cultural rights
* assist the Director/ Nominated Supervisor to provide support to educators and staff to promote the safety, participation and empowerment of children with a disability
* act as a positive role model, demonstrating appropriate behaviour and language
* communicate with children in an open, honest manner and ensure that the child’s perspective is regarded as unique and special
* ensure children are respected and their rights are being met (United Nations Convention on the Rights of the Child -CRC)

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| QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES | | |
| 6.1 | Supportive relationships with families | Respectful relationships with families are developed and maintained and families are supported in their parenting role. |
| 6.2 | Collaborative partnerships | Collaborative partnerships enhance children’s inclusion, learning and wellbeing. |

Collaborative Partnerships with Families and Communities Key Tasks:

* promote clear communication between the management team and educators, staff and families
* build effective networks and maintain community links with early childhood practitioners within the local areas and other relevant community organisations and government agencies
* in collaboration with the Director/ Nominated Supervisor lead and support educators and staff to create a safe, supportive and informative environment for families
* be courteous and helpful to the families in the service, and ensure all educators and staff are implementing these practices
* in conjunction with the Director/ Nominated Supervisor encourage educators and staff to look for opportunities within each service where a family may become involved e.g., multi-cultural events, craft activities, fund-raising and parent committees
* support the Director/ Nominated Supervisor to manage information which assists families to access resources within the local and wider community
* be an advocate for high quality support services for children in our community
* assist the Director/ Nominated Supervisor to manage events and experiences with children which promote awareness of our community and reflect child centred learning
* support the Director/ Nominated Supervisor to ensure students on placement are positively welcomed, supported and effectively supervised
* positively promote and oversee evaluation strategies (e.g., satisfaction survey) to determine parents communication views to use for future planning; and
* provide assistance to the Director/ Nominated Supervisor to promote, support and guide educators/ staff to encourage families to participate in service decision-making and experiences.

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| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP | | |
| 7.1 | Governance | Governance supports the operation of a quality service. |
| 7.2 | Leadership | Effective leadership builds and promotes a positive organisational culture and professional learning community. |

Leadership and Service Management Key Tasks:

* comply with, maintain and review all service policies and procedures in accordance with the Education and Care Services National Law and National Regulations
* maintain a sound and current understanding of the National Quality Framework (NQF) and Family Assistance Law
* in collaboration with the Director/ Nominated Supervisor maintain compliance with the regulations as prescribed by the regulatory authority along with all legal and statutory requirements
* in the absence of the Director/ Nominated Supervisor ensure Coastal Montessori ELC compliance with the requirements of the Childcare Management System (CCMS), approval as a service which can receive Child Care Subsidy (CCS) on behalf of clients, Inclusion Support Subsidies, State Government funding and any other government funding received
* strive to achieve ‘Service’ goals (as outlined in Policy Manual) and ensure the service’s *statement of philosophy* is reflected in daily practice
* in the absence of the Director/ Nominated Supervisor submit regular reports and documents to the Area Manager/ Approved Provider on the operation of the services; and attend meetings as directed,
* in the absence of the Director/ Nominated Supervisor receive and review regular reports and documents from Lead Educators regarding the operation of each room
* in the absence of the Director/ Nominated Supervisor provide information to Area Manager/ Approved Provider for the preparation of annual budgets, and reviews
* in collaboration with the Director/ Nominated Supervisor ensure that the Area Manager/ Approved Provider is informed of current issues within the service
* report directly to the Director/ Nominated Supervisor / Approved Provider of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service
* positively promote and market the service including to governments and other agencies, and facilitate staff involvement in promotional activities
* work collaboratively with the Director/ Nominated Supervisor to ensure effective enrolment procedures and bookings
* understand processes to access additional funding and/or subsidies
* in collaboration with the Director/ Nominated Supervisor monitor service financial performance and make necessary adjustments to ensure compliance with financial plans
* closely monitor utilisation rates and ensure vacancies are addressed immediately
* develop procedures relating to administrative functions of the service
* maintain confidentiality of sensitive information in relation to staff, families, children and the service in line with the *Privacy and Confidentiality Policy* and procedures
* assist the Director/ Nominated Supervisory to provide leadership to ensure educators and staff comply with the *Privacy and Confidentiality Policy* and procedures; and
* any other duties within the scope of the role of Assistant Director, under the direction of the Director/ Approved Provider. This job description may be reviewed in the future.

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| I have received, reviewed and understand the responsibilities as the ASSISTANT DIRECTOR.  I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description. | | | |
| Employee Name |  | Date |  |
| Employee Signature |  | | |

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| Supervisor Name |  | Date |  |
| Supervisor Signature |  | | |