



Quality Area 7: Leadership and Service Management in the National Quality Standard.
Standard 7.1: Requires that effective leadership promotes a **positive organisational culture** and builds a **professional learning community**.
Element 7.1.4: Requires that provision is made to ensure a suitably qualified and experienced educator or coordinator **leads the development of the curriculum** and ensures the establishment of **clear goals and expectations for teaching and learning**.

The role of the Assistant Director

Job Title:	Assistant Director
Salary/Award:	Children's Services Award 2010
Commencing:	
Location:	Carmichael Kids Early Learning Centre
Reports to:	Nominated Supervisor

ROLE DESCRIPTION/OVERVIEW:

This role requires the incumbent to provide support to the leadership of the Centre. You will work with the Nominated Supervisor to assist in creating and maintaining an authentic Christian based, creative, healthy, challenging and caring place for children, families and the team.

You will be a key member of the Centre leadership team, providing day to day support 'on and off the floor' to initiatives and/or directives generated by the Nominated Supervisor. This means being a positive and encouraging advocate for change, being able to 'step up' and lead the team in the absence of the Nominated Supervisor and consistently maintain a level of respect and leadership to the team. Be the 'go to' person in the absence of the Nominated Supervisor.

The spirit, ethos and intent is that the role of Assistant Director is a further point of support, mentorship and guidance to the team. The Assistant Director would be in regular communication and consultation with the Nominated Supervisor – you will often make decisions collaboratively and you will then be able to 'champion' and support the Centre goals and Values consistently in the workplace.

MAIN TASKS/RESPONSIBILITIES:

Quality Outcomes for Children, As Assistant Director you will:

- Provide mentorship and support to the team in achieving an appropriately stimulating learning environment. This environment will be a genuine '3rd teacher' and reflective of a play-based learning model, satisfying the learning outcomes of the Early Years Learning Framework and inspired by our Christian Curriculum and play based learning.
- Embed a full Christian Curriculum within the centre encouraging others to participate spiritually and mentor staff to speak with confidence in their Spiritual journey.
- Provide mentorship and support to the Curriculum, Program and documentation expectations of the service.
- Role model and encourage innovation, risk taking models, understanding of the whole child, understanding of and planning for the individual child - across the Centre.
- Encourage the team to undertake research, to investigate, document, consider and, where appropriate, implement learning opportunities for children with additional/special learning needs ensuring the child/ren is incorporated into the whole of learning opportunities provided to all the children. Actively support the principle that inclusive practices are embedded.
- Source and work with the Centre team (including the Nominated supervisor) to provide new, different and creative learning resources for the children – if you find something you think the children will benefit from having – make a case, and work to make it available for the children!

Promoting Quality Care as Assistant Director you will:

- Liaise with families, care-givers and team members regarding children in care at the Centre. Seek to understand their needs, their interests, their motivations, and their expectations etc. to ensure that a high quality standard of service is delivered.
- Follow up to ensure that all routines around cleaning, hygiene and centre safety are followed – including completion of associated documentation.
- Role model for and support children.
- Follow up to ensure child wellbeing practices are followed, including those for: illness, suspected illness, medication administration, allergy management, health condition needs, food restriction requirements etc. Ensure associated documentation is completed in a professional and timely manner.
- Where necessary, perform First Aid and comfort to children and complete associated documentation in a professional and timely manner. Follow up to ensure that all team members are appropriately providing aid to children and that the documentation is being completed.
- Advocate for the rights of the children – follow appropriate procedures if mistreatment of a child is suspected.
- When necessary, support all children in their toileting practices and follow nappy changing procedures.
- Build and maintain strong, friendly relationships with children's families and caregivers to ensure the free exchange of information about their child/ren.

Team Management & Leadership

- In the absence of the Nominated Supervisor, perform Staff Rostering –to achieve effective resource management with a focus on work/life balance as well as achieving regulatory compliance. Effectively manage your resources when staff planning is compromised/changed by absences etc.
- Consistently empower team members to be responsible for creating the Centre that we want to work at, that we would want our children to attend and that we would want our community to support.
- Support and coach team members in understanding and contributing to an effective and supportive Christian Based team dynamic.

Business Development and Reporting

In the absence of the Nominated Supervise, fulfil reporting needs as agreed with the Nominated Supervisor.

Continuous Improvement

- Build and maintain awareness of the National Quality Framework (including the National Quality Standards), our Centre's Philosophy, Ethos, Mission, Vision, Values and Quality Improvement Plan.
- Work with the team to ensure that the service is taking all reasonable opportunities to participate in the broader community.
- Reflect... what can you and others *do better to get better?* Let someone know your ideas and help make the change/s necessary.

Additional Functions

- In conjunction with all Lead Educators, the Assistant Director will be a Centre "Champion" for a specific area of 'specialty'. The current 'specialty areas' include; "Sustainability", "Culture/ATSI Awareness", "Workplace Health & Safety", "Team Wellbeing" "Specialised Programs" and "Emergency Responses". The area that you champion will be determined by the Nominated Supervisor, in consultation with the Educational Leader. This responsibility means that you will put in place strategies to embed systems, practices and philosophies in the Centre programs and methods of operation. It doesn't mean that you have to do everything yourself – you're encouraged to 'recruit' others to your cause! Find others who are passionate about the subject, who are keen to develop, who are undertaking relevant further studies etc and work with the Educational Leader, and Nominated Supervisor to 'make things happen'.
- Develop the Centre newsletter on a monthly basis with meaningful articles. The Assistant Director should offer either an overview of what's happening in the Centre, or add an additional 'point of interest' for the newsletter – for example, an excerpt of a relevant article regarding Early Childhood Education or a local EC related activity families can participate in.
- Participate in networking activities/opportunities as may be needed/encouraged.

- When the Centre receives its notice of Assessment and Rating-ensure that any and all areas under your control (and you) 'put your best foot forward'. You will need to support and guide each other through the emotional and practical aspects of achieving the desired outcome of "Exceeding".
- Contribute to and actively participate in Team Meetings.

Compliance

- In the absence of the Nominated Supervisor, ensure centre systems and processes achieve regulatory compliance and/or quality standards achieved e.g. staff schedule maintained, children's files are maintained, staff roster provided to team with a week's notice etc.
- As needed, work with the Nominated Supervisor and/or Educational Leader to remedy any compliance related issues.

Additional Functions

- Participate in local networking and/or work with the Nominated Supervisor to identify appropriate team member/s to participate on the Centre's behalf.
- Establish and maintain a connectedness with the children, families and other team members across the service.

GENERAL

- Provide relief support throughout the service where necessary
- Professional personal presentation and interactions are always required.
- Positivity and a sense of responsibility and fun are valued in the centre.
- Demonstrate initiative and be innovative – consider what you do and how you do it... how can your role be improved? How can your performance be improved? What support do you need from your Nominated Supervisor?
- Undertake additional duties from time to time as instructed/required by the Nominated Supervisor. These duties should be within the realm of capability or offer an opportunity to increase skills and knowledge.
- Accountability of job role will be discussed on a regular basis.

PROFESSIONAL DEVELOPMENT EXPECTATIONS

Each team member is part of an "Individual Development Plan (IDP)". You will participate in Performance Evaluations; 1. During and at the end of your Probationary Period. 2. 6-monthly and 3. Yearly. As part of your IDP you will be expected to participate in both formal and informal professional development opportunities. These may be identified by you or others (for example the Educational Leader or Nominated Supervisor).

It is realistic to expect that you should plan to attend at least four external Professional Development opportunities per year. As a centre we encourage the team to participate in training courses and conferences... It's an amazing way to get out and see different perspectives, to get new ideas or techniques, to talk to different people about what happens at their Centre and so much more. Sometimes it's even just an amazing feeling to know that what you have been doing is RIGHT or to understand how truly connected your workplace is.

Key Relationships:	Nature of Relationships:
Nominated Supervisor	<ul style="list-style-type: none"> • They will provide direction, mentorship and support on a daily basis. Direct reporting relationship to the Nominated Supervisor. You should form a collegiate relationship and collaborate on some decision making for the Centre.
Approved Provider	<ul style="list-style-type: none"> • They will offer further direction and support when fulfilling the Nominated Supervisor role. • They are an additional point of contact, mentorship and guidance to achieve success as an Assistant Director.

Team Members	<ul style="list-style-type: none"> To some you will provide direction and support on a daily basis. From some (eg Educational Leader) you will seek support, guidance and coaching on achieving professional excellence. To your colleagues you will be great team member (see details above).
Centre children and their families	<ul style="list-style-type: none"> The children will feed your program. You will build strong supportive and open relationships with them and they will know that you care about them. You will build friendly and professional relationships with your families. They will know they can come to you with any issues or concerns and for support and encouragement. All children should feel comfortable with you and know that you will provide them with a 'circle of security'.
Broader Early Childhood networks and community	<ul style="list-style-type: none"> You may build and/or participate in appropriate networks through attendance at network meetings, professional development opportunities etc.
Broader general community	<ul style="list-style-type: none"> Dependent upon your 'specialty area' you may need to build relationships with specific community groups. More broadly you may choose to cultivate relationships with community groups to assist in providing a robust and exciting curriculum.

REQUIRED CAPABILITIES/CERTIFICATIONS:

- Minimum Diploma Early Childhood Development.
- Current Blue Card, First Aid Certificate, and Asthma/Anaphylaxis Certificate
- Substantial experience working in a LDC environment with an understanding of the business aspects of Centre performance.
- Certified Supervisor Certificate.
- General business experience including; Administration, HR and Team Leadership skills would be well regarded.
- Demonstrated commitment to Early Childhood Education profession including sound knowledge of the National Quality Framework and its practical application in the LDC environment.
- Sound knowledge of Early Childhood Education models, particularly the Early Years Learning Framework, the Queensland Kindergarten Learning Guideline, play based learning and implementation and support.
- Team leadership and relationship building skills, coupled with verbal and written communication skills.
- Organisational and time management skills.
- Experience with CCMS/data bases and computer software skills (or a preparedness to learn) is necessary.

ASSISTANT DIRECTOR TO COMPLETE

I, _____, acknowledge and accept the above Job Description and
(print name)

Acknowledge that I have been provided with a copy. I agree to carry out all the tasks, expectations and responsibilities described to the best of my ability. I also accept that as part of my development, and in the course of the position evolving within the business, the Job Description may be updated.

Name: (Please print)	Signature:	Date:
Witness Name: (Please print)	Signature:	Date: