

POSITION DESCRIPTION



Position: Assistant Director
Position Classification Level: Early Childhood Educator Level 5 (as per Northside’s Enterprise Agreement)
Reports to: Centre Director

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A community where everyone matters and has the opportunity to fulfil their potential.					
Mission: Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.					
Values:	Courage	Integrity	Choice	Innovation	Collaboration

POSITION OBJECTIVE

Under general direction of the Centre Director, the Assistant Director will contribute to the provision of strong pedagogical leadership and operational management. The position will provide ongoing support and assistance in all areas of daily operational requirements and assistance to the Nominated Supervisor to ensure compliance with the National Quality Framework at all times.

KEY RESPONSIBILITIES AND DUTIES

- Undertake all responsibilities associated with being a certified supervisor under the Education and Care Services National Regulations.
- Assist the Centre Director, Director (Children’s Services) and Executive Director in matters relating to leadership, management and support within Children’s Services at Northside.
- Undertake duties and responsibilities of the Centre Director in periods of absence.
- Promote health, wellbeing and encourage an educational environment for children and educators in the Centre.
- Support educators to continue to develop their understanding of the National Quality Framework
- Work collaboratively with other teams across Northside Community Service and other early childhood professionals/agencies in the community.
- Work with the community to strengthen ties between agencies and services, including links to the Aboriginal and Torres Strait Islander and CALD communities.
- Demonstrate strong leadership skills and work according to Australian laws and regulations, keeping up to date with developments in the Early Childhood sector.
- Develop sound working relationships with Educators, Centre Director and Leadership team.
- Comply with all relevant legislation, early childhood regulations and all policies, procedures and work guidelines issued by Northside.
- Maintain the health and safety of themselves and others at all times
- Undertake other relevant duties as directed, consistent with the employee’s skill, competence and training.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

Reviewed by	Human Resources	Review Date	15/09/2022
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1. Comprehensive knowledge of the National Quality Framework and Standards, the service philosophy of Education and Care with the National Early Years Learning Framework and commitment to the implementation of these processes.
2. Strong understanding and application of all statutory requirements, licensing and legislation relating to the provision of Children's Services.
3. A sound understanding of Work Health and Safety legislation and its implication for ensuring a safe and healthy work environment in Children's Services.
4. Demonstrated ability to provide ongoing support to the Nominated Supervisor in all areas of daily operations and pedagogical practice.
5. Demonstrated leadership and coordination skills, including the ability to successfully supervise and support team members' development.
6. Demonstrated ability to develop and maintain culturally appropriate relationships with a diverse range of services providers, internal and external stakeholders by encouraging and recognizing the value of such diversity.
7. Exceptional written, oral communication and interpersonal skills enabling successful negotiation, conflict resolution and smooth running of the service.

QUALIFICATIONS AND/OR TRAINING

- Bachelor's degree (or equivalent) in Early Childhood Teaching approved by ACECQA (or working towards a degree) with relevant experience (at least 2 years).
- First aid training as prescribed in the Education and Care Services National Law Act 2010
- Asthma and Anaphylaxis Management training
- Food Safety, Handling and Hygiene training (as applicable)

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Regular lifting, manual handling tasks.
- Regular standing and walking.
- Occasionally required to sit, climb or balance, kneel, crouch or crawl and taste or smell.

GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			