

Duty Statement

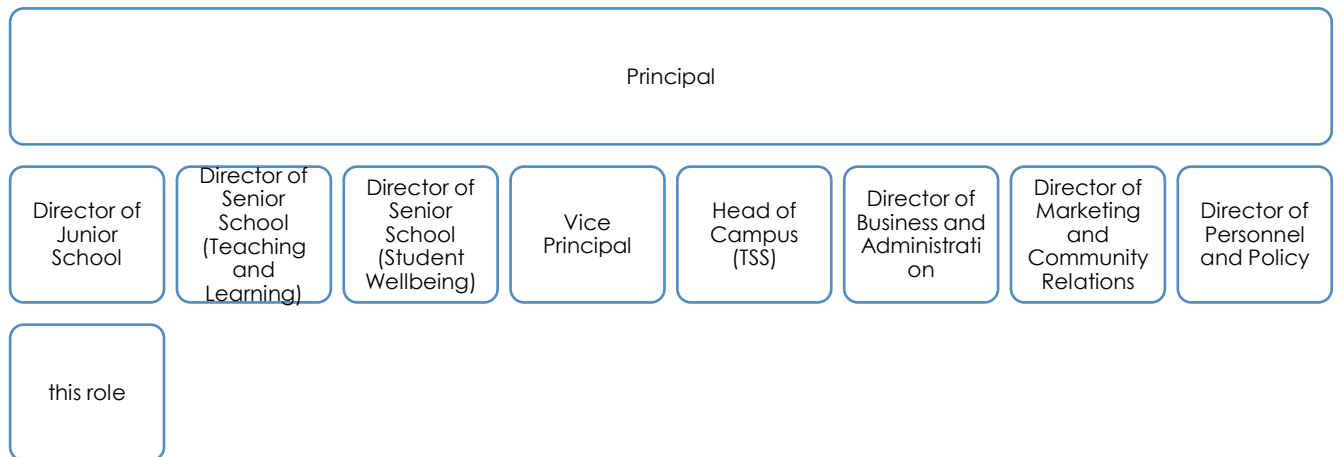
ASSISTANT DIRECTOR OF JUNIOR SCHOOL (EDUCATION AND CARE)

All Saints' College (ASC), in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

The Assistant Director of Junior School Education and Care (ADE&C) is responsible to the Director of Junior School and is a member of the Junior School Leadership team. The ADE&C oversees the operations and leadership of the Out of School Hours Care and Childcare.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The ADE&C is responsible for the following:

Leadership

- (a) Ensure and maintain compliance with the Education and Care National Quality Framework (NQF) in all its elements, particularly the Operational Requirements.
- (b) Professional and effective leadership to the staff of the OSHC and Childcare through the development and review of their relevant (in full) QIPs.
- (c) Support the OSHC and Childcare Coordinators in the day-to-day running of both Services.
- (d) Act as the Nominated Supervisor reporting direct to the Approved Provider.
- (e) Participation as a member of the Junior School Leadership team in ensuring effective child-centred activities are performed in support of the College values and strategic plan.

- (f) Strong communication links and rapport between College families and the College through the coordination and preparation of workshops and information associated with the Childcare and OSHC.
- (g) Liaising with support agencies and relevant educators concerning children who have additional or alternative needs and ensuring relevant staff members are included as appropriate.
- (h) Work collaboratively with all members of the Junior School Leadership Team and develop a good working rapport with all staff members of the College.
- (i) Provide professional leadership and management of staff demonstrating high quality early childhood pedagogy and appropriate strategies necessary to provide a positive and effective environment.
- (j) Liaise with the Childcare and Out of School Hours Care Coordinators concerning the management and operation of programmes, enrolment, license, and budgetary and quality and regulatory requirements.
- (k) Commitment to continual improvement, enhance and promote the Childcare and Out of School Hours Care within the College and the broader community.
- (l) Collaborate with the ADJSEL to ensure seamless transition from Childcare to Early Learning at ASC

Wellbeing and Learning

- (a) Provide support and guidance to staff on specific matters relating to pedagogy, child development and wellbeing.
- (b) Support educators with the implementation of the Primary Carer model in order to demonstrate a high level of care and concern for all children in the Childcare and OSHC programs that focusses on the whole child.
- (c) Accountable for ensuring prioritisation of Pastoral care activities and concerns relating to staff, children and the wider Little Saints community.
- (d) Ensure the Director of Junior School and relevant staff including the Junior School Leadership team, Junior School psychologist, Learning Support Coordinator, are aware of specific concerns regarding children and families as appropriate.
- (e) Maintain an up-to-date awareness of child protection policy and other legal requirements relating to the care and welfare of children.
- (f) Maintain and enhance the quality of the Childcare and Out of School Hours experience for children and families remaining abreast of latest research and thorough understanding of Early Years Learning Framework (EYLF) and My Time Our Place (MTO).
- (g) Under the direction of the Director of Junior School facilitate a regular process of review which focusses on continuous improvement and innovation utilising QIP and School Improvement Plan (SIP) strategies.
- (h) Monitor the wellbeing and progress of the children and assist with strategies that promote development including connection with external agencies.
- (i) Coordinate with specialists to ensure effective programming and child-centred educational experience optimising positive development for children.

Administration

- (a) In collaboration with the Director of Junior School, prepare and administer the Childcare and OSHC budget ensuring accurate records are maintained and expenditure is based on each QIP and the strategic direction of the College, including provision for contingencies.
- (b) Develop and contribute high quality content for inclusion in various College publications, newsletters and on the College website.
- (c) Liaise with Director of Junior School and Head of Admissions with the process of welcoming and maintaining positive connection with prospective and enrolled children and their families. Manage current and prospective enrolments with Head of Admissions.
- (d) Maintaining relevant data to form the basis for regular summaries, scheduled and ad hoc reports.
- (e) Keep facilities staff informed about maintenance requirement of building grounds and equipment and ensuring relevant health and safety standards are maintained or improved.
- (f) With a Primary Carer lens manage staff rosters, maintain ratios and mandated requirements, prioritising the attachment and wellbeing of children.
- (g) Oversee the staffing arrangements of the Childcare and OSHC and assist the Director of Junior School with staff recruitment, orientation, probation assessment, performance management and professional development.
- (h) Prepare and facilitate Childcare and OSHC staff meetings in a timely and efficient manner guided by a developed charter with regular team effectiveness feedback ensuring all staff are kept informed of College matters.
- (i) Facilitate work experience and study associated with Childcare programs within the Childcare including liaising with College staff facilitating a in-house Certificate III course, or external providers of Teaching, Diploma or Certificate III qualifications.

Contact Time

- (a) The ADE&C will have a timetabled contact load, primarily around providing break relief for staff.

Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives to facilitate the day-to-day operation and promote a high quality of education and care within the College.
- (c) Attend staff meetings as required and, on occasions, extraordinary meetings.
- (d) Where possible, promote and assist in the extracurricular programme of the College, interacting with staff in activities outside the set daily timetable.
- (e) Ensure all children and families are provided with quality service in a timely, efficient and friendly manner.
- (f) Maintain professional confidentiality concerning information about staff, children and families.
- (g) Strive to implement productivity, quality, and service improvements on a continual basis.
- (h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (i) Comply with Workplace Health and Safety requirements in the workplace.

- (j) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (k) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- (l) Other duties as required having regard for Skills, Training and Experience

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

December 2023

Selection Criteria

Essential

- TRBWA registration
- EC qualified at Tertiary level.
- Relevant Industry (Education and Care) experience
- Knowledge of the NQF/ EYLF/MTOP
- Demonstrated leadership and management experience in an education setting.
- Demonstrate a Growth Mindset,
- WWC

Desirable

- Staff recruitment and development
- Financial/budgetary knowledge
- WHS knowledge
- First Aid
- Child Safety requirements
- Change Management experience