



Redlynch Daycare Centre
Cnr Kamerunga & Fairweather Road
PO Box 44R Redlynch Qld 4870
P: 07 3865 4000

E: admin@redlynchdaycarecentre.com.au

An Activity of the Greek Orthodox Archdiocese of Australia

Position Description

POSITION:	Assistant Director Non-contact
LOCATION:	Redlynch Cairns 4870
REPORTING TO:	The Director
EMPLOYMENT TYPE:	Permanent Full Time
RENUMERATION:	Depending on experience
HOURS OF WORK:	Monday to Friday 38 Hours per week

Essential Requirements

Relevant Employment Authorities

- Education and Care Services National Act (2010) & Regulations (2011)

Qualifications/ Requirements

- Completed a minimum of an approved two year qualification for working in an early childhood education programs
- Preference for the Long Day Care Centre Assistant Director to have a recognised 4 year Early Childhood Teacher Qualification or working towards this qualification.
- Current Suitability Card & Positive Notice Letter
- Recognised first aid, emergency asthma management and anaphylaxis management training (*Approved qualifications can be found at <http://www.acecqa.gov.au/educators-and-providers1/qualifications>)

Greek Orthodox Archdiocese Australia

Leadership in the area of Christian values demonstrated through honesty, respect, integrity and compassion.

Statement of Function

The function of the Assistant Director will be to work effectively in partnership with the Redlynch Childcare Centre Board, Director, families accessing the service, staff, external bodies including the Department of Communities, NCAC, Inclusion Support Agency and where appropriate other stakeholders in support of children's welfare and development including: Department of Child Safety, special education units, paediatricians, speech pathologists, Child Development Unit, Community Health, Schools.

The Redlynch Childcare ethos is inclusive of children with varied abilities and needs. All interactions are to be undertaken with careful consideration given to each individual child's needs and family input. To manage all aspects of staffing including training, support and supervision, volunteers and students working within the Centre.

Leadership

Contributes to the development, articulation and alignment of the Vision, Mission and strategic goals of the centre: Demonstrates an ongoing commitment to the Quality Improvement Plan and Assessment and Rating Process and goals and initiatives.

A highly effective ability to communicate in both spoken and written word with all persons in contact with the Centre or utilising the Centre services. The ability to conduct one-self in day-to-day operations with a high level of productivity within the day-to-day operations of the Centre. Ability to achieve outcomes in the children's interests that maximise the development and happiness of children within the Centre. Strong leadership, which finds the best in people and nurtures these qualities, is necessary. The ability to problem solve effectively and with the best outcome for children.



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Education and Care

- To have a high level of understanding of children's needs and development within the Centre and in general.
- To constantly strive toward and seek professional development in areas of children's development. To pass on this understanding in interactions with staff and families.
- To develop philosophies encompassing the St Johns ethos, children's families expectations, staff training, regulations and the Australian Early Childhood Code of Ethics.
- To develop implement and monitor high quality learning programs; Implements *the Early Years* program, and the relevant curriculum framework (Early Years) within the centre.

Key Duties

The key duties include but are not limited to:

- Respecting and valuing a child's expertise, community, family and social contexts, cultural traditions and understandings and home language/s
- Providing a program that responds to each child's wellbeing, positive sense of identity and confidence as a learner and participant
- Modelling for children the Centres *Code of Conduct*
- Ensuring the health and safety of the children in their care, including appropriately supervising children at all times
- Administering first aid and medication, when required and fulfilling all associated legislative requirements
- Fulfilling all requirements and documentation as outlined in the *Education and Care Services National Law Act 2010 & Education and Care Services National Regulations 2011*
- Regularly communicating the centre operations with the Director.
- Ensuring staff members are aware of and are adhering to legislative requirements, relevant awards and agreements, the Centre Policy and Procedures, Child Protection Guidelines, Code of Conduct, the Centre IT Protocol.

Key Areas of Responsibility

Children; the Assistant Director will be required to implement and guide other educators in the following, but not limited to:

- Creating environments that respond to children's individual personalities, wellbeing, dispositions for learning, strengths, abilities, interests and multiple ways of learning
- Resourcing and challenging children as they explore and develop their ideas keeping accurate records of individual children to support future planning
- Facilitating play, leisure and learning as initiated by the children and ensuring this is implemented by educators at the centre

Families; the Assistant Director will be required to implement and guide other educators in the following, but not limited to:

- Demonstrating effective partnerships with families and the wider community (including adjoining St John's Community Care) through open and regular communication
- Sharing with families their child's involvement in activities
- Informing and collaborating with all stakeholders to produce family-centred policies regularly informing families as to their entitlements, commitments and obligations



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Colleagues; the Assistant Director will be required to implement and guide other educators in the following, but not limited to:

- Developing and maintaining effective teamwork relationships with all team members, students and visiting personnel
- Actively providing professional development and induction for staff through meetings and training opportunities
- Guiding and supporting teachers, assistants, students on field placement, volunteers and other personnel in best practices
- Establishing networks with other professionals and support services
- Regularly liaising with the Chairperson, Executive and other personnel
- In respect to health & safety, the Long Day Care Centre Assistant Director is required to implement and guide other educators in the following, but not limited to:
Complying with the service's Workplace Health & Safety Policy and Procedures

Professional Knowledge; the Assistant Director will be required to implement and guide other educators in the following, but not limited to:

- Demonstrating an ability to plan, implement and critically reflect, collaboratively with and for individual children
- Documenting evidence of children's wellbeing, unique qualities, abilities and interests, development and learning
- Demonstrating appropriate interpersonal oral and written communication skills
- Promoting social justice and equity through an attitude of acceptance and respect for all children and their families, including those with additional needs and those of all cultures
- Demonstrating a commitment to continuing professional development implementing a balanced and child-centred daily routine

Financial administration; the Assistant Director will be required to implement and guide other educators in the following, but not limited to:

- Completing Commonwealth and State Government requirements associated in any way with funding, grants and legislation
- Entering, maintaining and submitting appropriate, accurate data and records (including attendances etc.) to the relevant authorities
- Ordering and purchasing of any new items or equipment required to support the children and program within the guidelines of annual budgets