

POSITION TITLE:	Assistant Director	CLASSIFICATION:	Casual <input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input type="checkbox"/>
SERVICE / FACILITY:	St Nicholas Early Education	LOCATION:	
DIRECT REPORTS:	Director		
RELATIONSHIPS:	<ul style="list-style-type: none"> • Diocesan, Shared Services; • General Operations Manager; • Operations Manager; • Director; • Staff and Educators; • Children, Parents and Community 		
<p>OVERALL POSITION OBJECTIVE:</p> <p>The Assistant Director will be responsible for the Operation and Management of the St Nicholas service in the absence of the Director. The Assistant Director will assist and support the Director in management tasks and lead educators to towards quality performance in all aspects at St Nicholas.</p> <p>As an Assistant Director, you are expected to be an active team member of a team which provides high quality early childhood education and care to children.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Developing strong relationships with children at St Nicholas; • Developing strong relationships that support and partner with families; • Implementing the policies and associated procedures of St Nicholas at all times; and • Working with other staff towards continuous improvement in all areas of St Nicholas Early Education operations. 			
<p>ORGANISATIONAL ENVIRONMENT:</p> <p>The Catholic Diocese of Maitland – Newcastle, led by Bishop William Wright, provides pastoral, social welfare and educational services for the community in the Newcastle, Lake Macquarie, Hunter and Manning.</p> <p>St Nicholas Early Education centres are supported by the Early Education team at the Catholic Diocese of Maitland-Newcastle. Our organisation prides itself on core values of care and compassion, and offer assurance of quality management and practices throughout our centres.</p> <p>We aim to provide an environment that recognises the value of family and developing secure, respectful and reciprocal relationships.</p>			
QUALIFICATIONS REQUIRED:	Diploma in Children's Services or Degree in Early Childhood Teaching as identified by		

COMPETENCIES, SKILLS & EXPERIENCE REQUIRED:

Essential

- Diploma or Early childhood teaching qualification;
- Proven ability in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional development and training;
- Understanding and working knowledge of WHS legislation
- Demonstrated knowledge of services requirements of the CCSS (childcare subsidy system) and ability to perform software application for compliance.
- Current First Aid Certificate, Anaphylaxis and Asthma Management training;
- Working with Children Check verification number;
- DEC approved child protection training certificate;
- Be willing to accept the role of Nominated Supervisor under the *Children (Education and Care Services National Law Application) Bill 2010* and *Education and Care Services National Regulations*;
- Demonstrated ability to successfully support the Early Learning Years Framework with the centre curriculum;
- Previous experience in successfully managing a budget for an Early Education Centre.

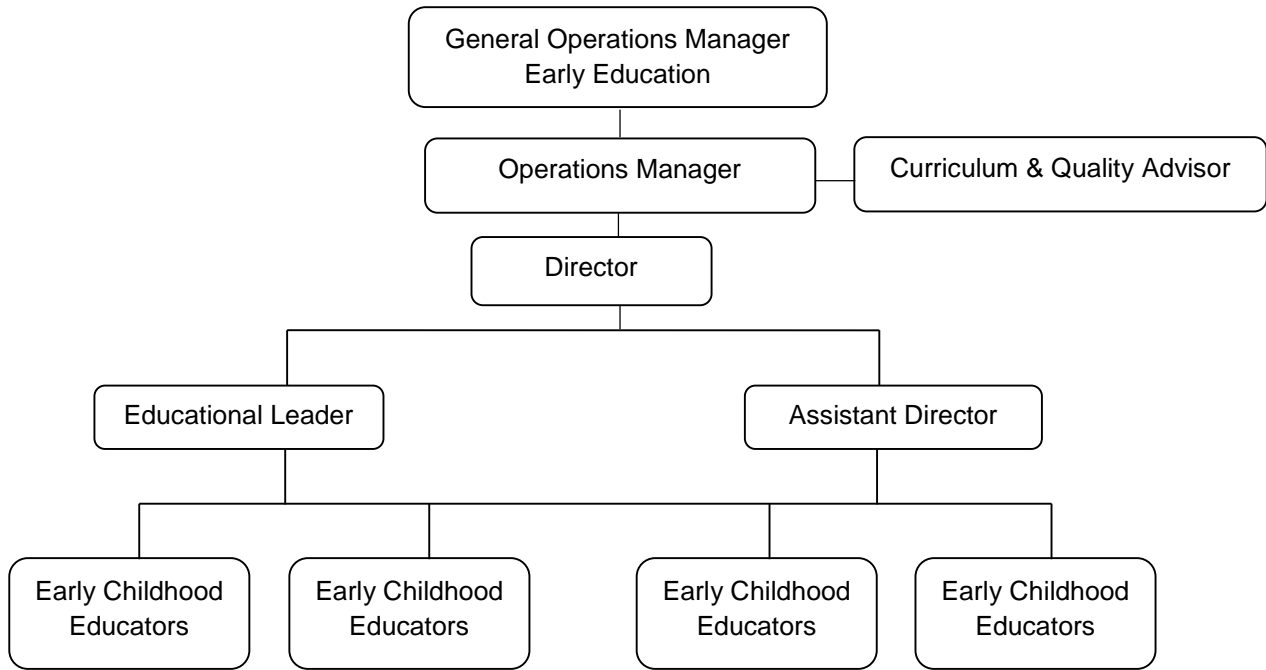
KEY ACCOUNTABILITIES

KEY PERFORMANCE AREA: General Responsibilities

Key Tasks:

- Support the Centre Director in all aspects of operating the Centre, including administrative duties, staffing and rostering, childcare management system entry, general customer service, office management, and record keeping.
- Work collaboratively with the Centre Director to support and guide the Child Care Educators, acting as an energetic role model who embodies the passion, enthusiasm and commitment necessary to thrive in the childcare industry, whilst maintaining a united front within the management structure.
- In conjunction with the Lead Educators, develop appropriate Early Childhood Programs and maintain Children's portfolios under the Early Years Learning Framework (EYLF).
- Be jointly responsible for effective communications and marketing for the Centre, including newsletters.
- Support the Director in reviewing, updating and developing Centre policies and procedures.
- Establish and maintain effective relationships with staff, parents, community member, government agencies and Diocesan staff
- Work in conjunction with St. Nicholas agency management to ensure the philosophy, policy and practices of St. Nicholas meet exceeding in quality
- Maintain a safe working environment within the Childcare Regulations, National Quality Framework NQF and Workplace Health and Safety Guidelines.
- Represent the Centre at centre events and meetings with parents/Educators/external agencies/Diocesan Staff.
- Effective management and support the QIP at St Nicholas in the endeavor to reach an exceeding level standard.
- Ability to manage St Nicholas in the absence of the Director.
- Thorough understanding of the Education and Care Services National Regulations and the National Quality Standard for Early Education and Care

ORGANISATIONAL CHART FOR THIS POSITION



EMPLOYMENT CONDITIONS:

Performance Management:

Performance agreement bi-annually with appraisal and reviews.

Reward & Recognition:

Educational and development opportunities negotiated bi-annually as per performance appraisal.

OTHER RELEVANT INFORMATION:

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese.
- Any criminal or civil action taken against the occupant must be reported immediately to the Vice Chancellor - Administration;
- Take reasonable action to familiarise himself/herself with St Nicholas's policies and procedures;
- Not take advantage of their role in the Diocese for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Diocese; and
- Be familiar with, and observe, Diocesan policy and procedures as covered in your induction.

I have read the above Position Description and understand my role and expectations with St Nicholas Early Education.

EMPLOYEE SIGNATURE:

DATE: