

Assistant Director ELC

Education Support Officer – Early Childhood, Level 4

Job Specification

St Peter's Woodlands Early Learning Centre aims to provide an extraordinary education through a welcoming, nurturing environment full of discovery and joy for all. Engaging in play is integral, underpinning all learning experiences. We value our partnership with each family, fostering open, supportive relationships. We recognise that every child is unique and capable. We seek and treasure connections with our extended school and local community. Embracing all cultures in authentic experiences is an ongoing priority.

St Peter's Woodlands Early Learning Centre is committed to guiding children with gratitude and kindness at the heart of all we do.

Summary and Purpose of Position and its Responsibilities

The Assistant Director ELC is classified as a leader within the St Peter's Woodlands Grammar School ELC and is responsible for a range of duties across the Centre.

The Assistant Director ELC will act as the Responsible Person in the Directors absence and assist the Director in a range administrative, compliance and operational tasks. The position is based on a (0.9) FTE.

It is expected that the Assistant Director ELC demonstrates effective knowledge of the National Quality Framework and upholds and supports the SPW vision, values, policies and procedures and model loyalty and commitment to the School.

Role Accountability and Working Relationships

This position is accountable directly to the ELC Director.

Terms and Conditions of Employment

- This is a permanent part-time (0.9) position, working 48 weeks per year.
- The level of remuneration is established by reference to the Schools Assistants (Non-Government Schools) Award, and is subject to change from time to time in accordance with the St Peter's Woodlands Enterprise Agreement.
- This is a Level 4 position.
- The position is Monday to Friday, 11am - 6.15pm, during School terms. During School holiday periods, the days and hours will be decided by the ELC Director, in consultation with you.

Role Description

Education

- Contribute to the implementation of the Early Years Learning Framework for individual children and groups as required
- Lead groups of children in experiences (e.g. reading stories, dance and songs)
- Implement daily care routines in a sensitive and respectful manner
- Assist the ELC Director with observations of children and implementation of appropriate supports
- Support the ELC Director to ensure quality pastoral care and effective supervision of children including correct ratios
- Support the Director to manage ratios at the end of each day including asking staff to stay on (using a

roster system) or to leave early as needed

- Liaise with children and families in a positive, sensitive and respectful manner
- Assist with iPad signing in and out as needed
- Support staff to follow procedures at end of day with late pick-ups
- Support the ELC Director in changing soiled children and adhere to compliance during this process
- Support the ELC Director with unwell children and follow procedures to care for them
- Support the ELC Director to manage injured children and provide Senior First Aid

Leadership/Administration

- Assist in managing the day-to-day operations of the centre and act as the person in charge in the Director's absence
- Lead, mentor and supervise educators and other staff, fostering a supportive team environment
- Ensure accurate documentation of any changed shifts and inform the ELC Director
- Coordinate ordering either the morning or afternoon snack
- Coordinate ordering the nappy changing equipment/supplies
- Coordinate monitoring and ordering First Aid supplies
- Ensure that ELC Resources and Resource storage areas are well maintained and organised, including compactus, resource runway, sheds and kitchen
- Maintain designated storage and work areas
- Maintain laundry schedule for cleaning ELC linen/resources/etc
- Collaborate with the ELC Director to coordinate specific SPW Early Learning Centre events
- Answer the mobile phone when the Director is absent and pass on any relevant messages

Compliance

- Undertake and implement the requirements of the National Quality Framework
- Implement appropriate hygiene practices (e.g. hand washing, toileting and cleaning of equipment)
- Ensure all compliance matters have been checked off before the Centre opens or closes, and that any issues are followed up and signed off on
- In collaboration with the ELC Director take responsibility for ensuring all compliance matters are managed effectively
- Check class equipment is cleaned and schedule is completed
- Check end of term classroom clean has been done, and resources returned
- Monitor children's linen cleaning
- Work in accordance with food safety regulations
- Ensure food procedures are followed and support as needed

Other

- Engage in and support a culture of continuous learning
- Respect and maintain confidentiality
- Actively contribute to the development of a strong, collaborative and supportive team in partnership with the Director
- Participate in professional learning activities and ELC staff meetings
- Undertake any other tasks as may be requested by the ELC Director or Head of Early Years

Person Specification

Essential Skills and Abilities

- Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner
- Demonstrated ability to model and develop positive behaviour strategies with children
- Demonstrated ability to work with other team members in the inclusion, support and care of all children

- Effective knowledge of the Early Years Learning Framework
- Sound knowledge of the National Quality Framework: Policies and Procedures
- Well-developed observation and reporting skills
- Demonstrated willingness to be observed, accept feedback and seek direction
- Effective interpersonal skills both verbal and written
- Effective consultative and supervisory skills
- Demonstrated ability to develop appropriate curriculum programs
- Demonstrated ability to effectively and appropriately support individual children or groups during activities without Room Leader supervision

Essential Experience

- Demonstrated ability to work effectively and appropriately with young children and their families
- Demonstrated ability to work effectively and professionally with colleagues

Desirable Experience

- Worked in an early learning/school environment

Essential Qualifications

- Minimum Diploma or Degree in Early Childhood
- Current HLT AID012 Provide an emergency first aid response in an education and care setting First Aid qualification (Senior First Aid Certificate).
- Mandatory Notification Certificate or the willingness to undertake the same
- Current Working with Children Check
- Proof of identification must be provided

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			