

Position Description

Title	Assistant Director
Business Unit	Early Learning
Location	9 Roberts Avenue, Horsham
Employment type	Part Time, Maximum Term until 06 Jan 2022
Reports to	Centre Director – Horsham Community Child Care Centre

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The purpose of this role is to support the Centre Director to ensure all children and families attending the service are provided with a safe, stimulating and supportive environment, to provide supervision and assistance to other Early Years educators within the service and to ensure practices and processes are consistent with regulatory compliance.

2. Scope

Budget: Nil

People: Responsible for Room Leaders, Educators, Cooks and students working within the service

3. Relationships

Internal

- Room Leaders and other Early Years Educators, Early Learning Coordinators and Educational Leader

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External

- Children & Parents
 - Department of Education
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4. Key responsibility areas

Service delivery

- Implement the Early Years Learning Framework by reinforcing the daily practices of the service to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning.
- Provide by positive example practice leadership and a professional approach to all Early Years educators within the service.
- Effectively communicate with parents and other stakeholders in the community.
- Support Early Years educators to meet duties and responsibilities and provide regular feedback through the agency supervision and appraisal systems.
- Promote the service and encourage enrolments within the community.
- Assist in the implementation of daily care routines and provide a healthy, safe and welcoming environment.
- Assist with the management of bookings considering the express needs of families
- Monitor day to day operations of the service and provide feedback to management to make informed decisions regarding the operation of the program.
- Support the Centre Director with budgets and administration, staffing and rosters, occupational health and safety of staff, centre maintenance and working some shifts on the floor.
- Assist in service delivery at peak times or as required at any Uniting Wimmera Early Years' service including working hours according to service delivery requirements.
- Ensure records are maintained accurately for each child enrolled in the service, collect and record payment of fees where required and assist with debt collection.
- Monitor and record petty cash as required.
- Contribute to the strategic and operational planning including long term planning to improve services and outcomes.
- Support desirable change initiatives aligning to Uniting's corporate direction.
- Foster and promote a continuous learning environment that responds to the needs of services.
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Uniting Wimmera procedures.
- Actively participate in regular supervision and annual performance plan reviews.
- Assist with the development and implementation of Uniting Wimmera policies and procedures and continue to evaluate to direct high level service delivery.

Quality and risk

- Maintain up to date knowledge of National and Victorian frameworks and the ability to implement these into educational curriculum and programming as per the Education and Care Services National Law 2010 and Regulations 2011 and the Children's Services Act 2006 and Regulations 2009.
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- Identify and adapt best practice benchmarking indicators to the delivery of services.
- Assist with the development and implementation of Uniting Wimmera policies and procedures and continue to evaluate to direct high level service delivery.
- Assume responsibilities of Responsible Person of the service and undertake any duties required of a certified supervisor as defined in the Education and Care Services National Law 2010 and Regulations 2011 and the Children's Services Act 2006 and Regulations 2009.

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Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
 - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
 - Ensure appropriate use of resources.
 - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
 - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
 - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
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5. Person specification

Qualifications

- Diploma of Early Education and Care.

Knowledge and Experience

- Sound discipline knowledge, including the underlying principles of Early Years, gained through experience, education and training.
- Knowledge of the statutory requirements related to Early Years.
- Demonstrated ability to plan, work and manage time effectively without direct supervision

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated skills in staff supervision.
- Proven reporting, time management and administrative skills.
- Demonstrated commitment to professional development, employee orientation and training.
- Excellent communication and interpersonal skills demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
- Competent computer skills.
- An understanding of and commitment to the programs of Uniting.

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6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: