

## Assistant Director Position Description

### Overview

The Assistant Director supports the Centre Director in the overall leadership of the Centre. You will leverage your experience as a Senior Educator to extend your network of relationships with children, families and educators. Using the Goodstart Practice Guide and in collaboration with the Centre Director you will develop the Centre team to provide high-quality education and care.

Working closely with the Centre Director you will develop your leadership skills in early childhood service provision, coaching and mentoring a team of educators in their work with children and families. You will also help to build the capabilities of the Centre team with the Centre Director and develop your business administration skills to gain a deep understanding and proactively contribute of the Centre's performance across all targets.

Duties are in addition to the Senior Educator position and are designed to prepare you to become an effective Centre Director.

### Key deliverables:

- Maintain a safe environment for children, families, team members, and all visitors.
- Responsible for the overall management of the Centre during the Centre Director's absence.
- Use and implement the Goodstart Practice Guide and support the Centre Director in the leadership of the Centre team to provide high-quality early learning and care that meets or exceeds the NQS.
- Build respectful and reciprocal relationships with children and families.
- Use internal and external networks to ensure children and families have access to appropriate support networks.
- Actively support the Centre's attendance targets by supporting Centre teams to proactively engage with parents to convert and retain families (current and potential).
- Perform key business administration tasks including rostering, labour management, family account management and e-purchasing, when required, in the absence of the Administrative Assistant.

### Reporting Lines

**Department:** Operations

**Reports to:** Centre Director

**Direct reports:** Educators (where allocated)

**Internal relationships:** Administration Assistant (where allocated), Early Learning Consultants, Early Childhood Teacher Program Manager, Professional Learning Consultants, People & Culture Assist, Social Inclusion Co-Coordinator, Safe Work & Injury Consultant, Centre Support Office

**External relationships:** Children and families, community partners, government agencies and departments, Five D, Employee Assistance Program

### The Goodstart Team

As one of the largest social enterprises in Australia, the Goodstart team educates and cares for 73,000 children from 61,000 families across 644 Centres in all states and territories of Australia. Our people are our foundation; together we are working to ensure children have the learning, development and wellbeing outcomes they need, for school and life.

### **1. Safety: Ensure a safe environment and culture.**

- Support the development of the Centre team capabilities to identify and respond to hazards and risks.
- Inform the Centre Director of issues and support the development and implementation of actions to resolve and prevent the re-occurrence of incidents.
- Comply with Goodstart policies and procedures, and all legislation that applies to children, the Centre team, and visitors.

### **2. Quality: Raise the quality of early learning.**

- Support Centre compliance to meet the National Quality Framework, including National Quality Standards, laws, regulations and approved learning frameworks.
  - Use and implement the Goodstart Practice Guide to ensure high-quality program and practice across the Centre.
- Support the Centre to meet Goodstart’s required standards and quality targets.
- Proactively contribute to the Centre’s Quality Improvement Plan (QIP).
- Support the Centre Director to deliver a collaborative Statement of Philosophy and Centre Vision.

### **3. Business: Apply strong business and finance discipline.**

- Support the Centre Director to achieve Centre targets including but not limited to attendance, labour, debt, Centre contribution, family conversion, and retention.
- Communicate Centre financial, operational, and workforce data and collaborate with the Centre Director to identify issues and develop appropriate action plans.
- Support the development, implementation, and review of the annual Centre plan.

### **4. People: Support attraction, retention and engagement of great people.**

- Support the Centre Director to motivate, develop, and mentor the team to deliver outstanding results for children and families.
- Hold the Centre team accountable by providing clear direction and goals, regularly providing feedback.
- Support the recruitment and retention of the Centre team.
- Support the effective management of staff performance issues.

### **5. Partnerships: Create and maintain productive and purposeful relationships.**

- Sustain collaborative internal partnerships and purposeful networks with other Centres to share best practice models.
- Be aware of community partnerships and external networks that enhances the Centre’s service
- Support the Centre Director to partner with the local regulatory authorities and relevant stakeholders within communities and support agencies to ensure children and families have access to support services.

### **6. Inclusion: Support access, active participation and inclusion of all children and families.**

- Support the centre’s commitment to Goodstart’s Inclusion Goal and ensures access for vulnerable families.
- Support the Centre Director to ensure families and children especially those experiencing vulnerability can meaningfully participate within the program.
- Ensures timely support and follow up is provided in collaboration with families.

## **7. Change: Support change to realise Goodstart's Vision.**

- Support and promote change initiatives within the centre.
- Maintain currency of early years knowledge.

## Behavioural Expectations

<b>Professional Work Standards</b>	<ul style="list-style-type: none"><li>– Demonstrate the highest levels of honesty and integrity.</li><li>– Reflect the expected standards of behaviour as described in the organisation’s principles and Code of Conduct.</li><li>– Comply with the Early Childhood Australia Code of Ethics.</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>– Take responsibility for personal work outcomes.</li><li>– Support the delivery of a strong culture of professional practice.</li><li>– Actively find solutions to problems.</li></ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"><li>– Effectively communicate with individuals and groups.</li><li>– Establish meaningful relationships.</li><li>– Model appropriate self-awareness, self-management and social awareness.</li><li>– Reflect on personal behaviour and interactions.</li><li>– Resolve conflicts.</li></ul>
<b>Creativity &amp; Innovation</b>	<ul style="list-style-type: none"><li>– Look for ways to improve current work practices and processes.</li><li>– Encourage new ideas.</li><li>– Support the implementation of improved service models.</li><li>– Take responsibility for personal improvement and development.</li><li>– Promote reflective and evidence-based practice.</li></ul>
<b>Resilience</b>	<ul style="list-style-type: none"><li>– Respond positively to changing circumstances.</li><li>– Recover from setbacks and overcome obstacles and impediments.</li><li>– Persist and focus on achieving organisational objectives through periods of extreme pressure.</li><li>– Monitor own emotional reactions and seek support as needed.</li><li>– Display a positive outlook in difficult situations.</li></ul>

## Required Experience

- Substantial experience as a Senior Educator or in a similar role
- Experience managing teams (desirable)
- Business administration (desirable)

## Qualifications

- Bachelor of Early Childhood or Diploma-level early childhood qualification (as approved by ACECQA)
- Current First Aid Qualification in accordance with ACECQA guidelines
- Open driver’s license (if responsible for bus driving)

## Checks

- Relevant Working with Children Check (Blue Card - Qld)