SUNRISE Christian School
Early Learning Centres

Job & Person Specification: Assistant Director

Position Details

REPORT TO:	ELC Executive Director
FTE:	As negotiated
CLASSIFICATION LEVEL:	Level 6, Pay Point 6.1

Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Assistant Director position is based at Sunrise Christian School Early Learning Centre [and is accountable to the ELC Director.

Position Overview

Position Summary	The Assistant Director will need to work in conjunction with the Educational Leader and Director of the service to implement an age appropriate program and learning framework. You will have a sound understanding of the National Quality Framework and Early Years Learning Framework and be required to facilitate curriculum decision-making. It is vital that nurturing relationships between staff, families and children are built and encouraged, while showing respect toward one another to provide the best possible outcomes for each and every child. You will manage a small team of educators allocated to your program.
Reporting / Working Relationships	• Assistant Directors should maintain and foster positive relationships with all staff.
Special Conditions	• Some out of hours work may be required

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Key Responsibilities

KEY RESPONSIBILITIES	RELATED TASKS
Tasks	• To implement developmentally appropriate programs for the children, in conjunction with the Educational Leader and the Director respectively • Provide a safe and healthy environment for all involved • Liaise with families and outside agencies • Ensure that the service exceeds quality assurance requirements • Responsible to the Director for the supervision of students on placement • To ensure that records are maintained accurately for each child in their care • Develop, implement and evaluate daily care routines • Ensure that the centre or service's policies and procedures are adhered to • Ensure observations and critical reflection are significant and extended experiences are planned. • Thorough communication with all staff in the room • To be responsible for managing the day to day concerns / issues in the room • Be responsible for the planning of the day, including experiences, outings, lunch breaks • To facilitate frequent meetings with Educational Leader regarding the content and educational experiences in the program. • To support the Director • The position will be reviewed as the roles change and will be appraised on a regular basis.

Person Specification

Essential Minimum Requirements

Qualifications	• Must possess a minimum Diploma in Early Childhood Education and Care (or equivalent).
Compliance	The following mandatory training and certifications are required: • A current satisfactory WWCC (Working with children check) will be required at commencement of employment. • Proof of completion of Responding to Risks of Harm, Abuse & Neglect will be required at commencement of employment. • Sexual Harassment Awareness Training • Protective Practices Training • Current First Aid and CPR certificates • Food Safety Training
Experience	• Previous experience working as an Assistant Director is preferable.
Knowledge	• Programming and the educational requirements for preschool age • To be competent in the National Quality Framework, Standards and Early Years Learning Framework.
Skills & Abilities	• To be childlike minded • To be organised and focussed • To be physically fit and able to assist in everyday tasks • To have effective verbal and written communication skills • Be able to work as part of a team • Excellent computer skills • To have drive and commitment to the project

	• To have a desire for ongoing training to have initiative surrounding learning • To be motivated and passionate about the care of children and their education • Be able to work autonomously and with initiative • To take responsibility for actions and be a proactive problem solver
Personal Attributes	• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre. • A mature faith and active involvement in a local church. • A proven lifestyle founded on Biblical Christian principles. • A life that demonstrates the indwelling of the Holy Spirit. • A willingness to affirm the foundation statements and principles promulgated by the School and ACS. • A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The ELC Executive Director may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____ Date _____
Executive Director Sunrise Christian School ELC

Accepted by: _____ Date _____
Applicant