

Job Title:	Assistant Director, Early Learning Centre		
Classification Level:	School Assistants Salary – dependent on qualifications and experience		
Campus:	Adelaide Hills	Sub-school:	Early Years
Status:	Replacement	Reporting Relationship:	Director of Early Learning

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with Excellence and Integrity .

Position Purpose

The Assistant Director supports the Director of Early Learning in ensuring the smooth and efficient operation of the Early Learning Centre. This role involves assisting with the daily operational and administrative requirements, fostering a safe and enriching learning environment, and building strong relationships within the King's Community. The Assistant Director also provides leadership and support to the ELC staff, ensuring compliance with regulatory standards and promoting high-quality educational programs.

Key Responsibilities

The role of Assistant Director encompasses activities within the following Key Result Areas (KRAs).

- Centre Operations & Administration
- Work Health & Safety
- Staffing
- Partnering with Families

Staff are expected to work effectively in a team environment and manage their working relationships to ensure all KRAs are achieved. Periodic performance reviews will be undertaken to determine capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

Key Area	Key Responsibilities
Centre Operations & Administration	<ul style="list-style-type: none"> • Assist the ELC Director in operational management, including staff rostering, enrolments, compliance, and general administration. • Act as a liaison between the ELC Director and school administrative staff to ensure smooth day-to-day operations. • Serve as the primary point of contact for visitors and inquiries, ensuring a welcoming and professional environment. • Support the allocation of staffing and rosters, ensuring adherence to compliance standards and optimal student-to-staff ratios. • Provide floor support and relief cover for Educators, ensuring a consistent and engaging learning environment. • Develop and maintain required ELC documents, including risk management plans, policies, procedures, staff records, children’s files, and WHS documentation. • Support the smooth running and promotion of the ELC by participating in meetings with other relevant teams such as Marketing and Enrolments. • Ensure all staff communication is updated and easily accessible for Teachers and Educators. • Manage holiday programs and act as the responsible person during holiday breaks. • Support with Xplor and bookings. • Support Director with organizing community events.
Regulatory Compliance	<ul style="list-style-type: none"> • Ensure the ELC meets all regulatory requirements, such as Work Health and Safety (WHS), Child Care Management System (CCMS), and Strategic Inclusion Plan. • Maintain up-to-date policies and procedures, and manage audits and inspections to ensure the Centre remains compliant with all relevant standards. • Ensure all staff are informed of and comply with Centre policies, and support training as needed. • Support compliance with medical documentation, risk-benefit assessments, and risk management and communication plans. • Support the Quality Improvement Plan (QIP). • Ensure compliance with ACECQA regulations, including adherence to the National Quality Framework (NQF) and National Law, and the Education Standard Board (ESB). • Maintain compliance with staff-to-child ratios, qualifications, and other regulatory requirements as set by ACECQA.
Work, Health & Safety	<ul style="list-style-type: none"> • Ensure the health and safety of children and staff by managing and monitoring safety policies and procedures. • Manage administration of medication and support the care of sick children, ensuring all health practices are compliant with regulations. • Oversee risk assessments, health, hygiene, and emergency procedures to maintain a safe learning environment. • Coordinate ACECQA-compliant first aid training and collaborate with HR for staff certifications. • Maintain high standards for the Centre’s upkeep, promptly addressing any physical environment risks. • Ensure first aid supplies are up to date and provide assistance in administering first aid if required. • Ensure the safe handling and storage of equipment and ensure that it is well maintained, in good repair, and used correctly.
Staffing	<ul style="list-style-type: none"> • Manage daily reliefs and rostering in relation to covering staff absences, prioritizing continuity, qualifications, and compliance with staffing ratios. • Lead induction processes for new staff, students, and volunteers within the Centre in consultation with the Director.

	<ul style="list-style-type: none"> • Foster professional growth within the team, collaborating on skill development and relevant training opportunities. • Support staff when the Director is off-site. • Cover on the floor as necessary. • Participate in Educator meetings
Partnering with Families	<ul style="list-style-type: none"> • Establish a strong presence and maintain face-to-face contact with families. • Direct queries appropriately to Teachers or the Enrolments Team. • Actively engage families in the ELC experience, fostering a sense of community and collaboration. • Facilitate effective communication for parent engagement and information dissemination. • Handle minor family grievances.

Essential Criteria

1. A personal commitment to the King’s Vision, Mission and values underpinning the delivery of a Christian based education to students.
2. Sound knowledge of the processes and regulations relating to the Childcare Subsidy and experience with CCS submission software (ideally Xplor).
3. Sound knowledge of the National Quality Standard
4. High level communication and interpersonal skills portraying a welcoming and friendly disposition, including the ability to interact with families of all cultural backgrounds.
5. An understanding of the management of organisational sensitive data and an understanding of confidentiality within the school environment.
6. High level organisational and time management skills with an ability to operate under pressure and managing multiple tasks to meet strict deadlines.
7. High level understanding of Work, Health and Safety policies and procedures within a school environment, in particular Emergency Response processes.
8. Work cohesively in a team environment as well as working autonomously where required.
9. Represent the school and its wider community by providing positive, enthusiastic and professional support and customer service environment.

Qualifications

- Diploma in Early Childhood Education (recognized by ACECQA) or higher
- Completion of Responding to Risks of Harm, Abuse and Neglect – Education and Care training
- Current Working with Children Check.
- Current ACECQA-approved Child Care First Aid Certification and CPR Qualifications.
- Working knowledge in the Childcare/Early Learning Environment and working with related software and systems.

Terms and conditions

The role of Assistant Director is a full-time position across 52 weeks of the year (inclusive of 6 weeks paid annual leave) implemented to support the scenario where a Director has cross-campus oversight.

Working hours will be determined in consultation with the Director of Early Learning and may vary to meet operational needs. The Assistant Director is required to spend time working on the ELC floor in order to cover ratios as required.