

# Assistant Director, Early Learning Centre

## (Position of Responsibility)

<b>Position Title:</b>	Assistant Director, Early Learning Centre
<b>Job ID:</b>	260502
<b>Reports To:</b>	Director, Early Learning Centre
<b>Nature of Employment:</b>	Tenured Position of Responsibility alongside substantive Early Childhood Educator role
<b>Tenure:</b>	Position of Responsibility (Assistant Director): 2-year tenure Substantive (Early Childhood Educator): Ongoing
<b>Hours:</b>	Full time (38 hours per week), 48 weeks per year
<b>Commencement Date:</b>	July 2026

## College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high-quality Christian education to children and young people from Christian families that are actively involved in their local church, and to other families who fully support their children's involvement in the Christian teaching, life, and expression of the school.

Our College operates as one school supported by a centralised leadership team, offering a continuous and seamless education pathway from Early Learning to Year 12 across three locations: Brooklyn Park Campus (Early Learning to Year 6), South Plympton Campus (Foundation to Year 12), and the Reynella Early Learning Centre.

Through providing excellence in education, our aim is that young people will:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

## Key Purpose

The Assistant Director, Early Learning Centre is responsible for providing support to the Director in achieving the aims and objectives of the Emmaus Early Learning Centre. It plays a key role in supervising staff, supporting the leadership of the Director, and ensuring the continual improvement of the service.

## Key Responsibilities

### Management

- Assist the Director with ensuring the Centre provides early childhood education of an exceptionally high standard.
- Coordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
- Demonstrate commitment to the Centre's overall philosophy.
- Contribute to the development of the Centre's policies and procedures.
- Monitor the implementation of the Centre's policies and procedures.
- Coordinate some Centre operations on a day-to-day basis as directed.
- Contribute to and assist in the writing and implementation of the Centre's Quality Improvement Plan (QIP).
- Ensure compliance with all quality systems including Early Years Learning Framework (EYLF), the National Quality Framework (NQF), the Work Health and Safety Act (WHS Act), and the Fair Work Act (Fair Work).
- Be responsible for the day-to-day running of the Centre in the absence of the Director.
- Develop and manage rosters according to the Director's guidelines.

### **Staff Supervision**

- Provide leadership and support to employees to ensure that children receive high quality education.
- Mentor employees to ensure that observations of children are objective and evidence-based.
- Work collaboratively with the Director as required in staff development and performance related matters (noting that the Director remains the formal line manager for ELC staff).
- Implement a staff appraisal system in collaboration with the Director.
- Assess training and development needs and arrange training in collaboration with the Director.
- Address incidents or emergencies, direct employees as appropriate and liaise/report with the Director.

### **Quality Management**

- Comply with all policies and procedures of the Centre.
- Work collaboratively in the development of exceptional educational programs for children.
- Be an exemplary example of a professional committed to high quality practice.

### **Relationships with Children and Families**

- Work in the role of ELC Educator supporting all classroom activities. (Note: There is an expectation that the successful candidate will have a weekly role on the floor with children, for example covering lunch breaks for staff, etc.)
- Interact with children in ways which encourage them to engage with learning, to feel confident, to express their point of view, to make decisions and to facilitate their development.
- Develop professional relationships with families built on competence, trust and respect.
- Demonstrate a partnership approach in working with families.
- Assist the Director with establishing feedback mechanisms with which families will engage.

### **Administration**

- Work collaboratively with the ELC Administrative Assistant and Director to support the administrative function of the service, as required.

### **Work Health and Safety**

- Assist the Director to be compliant with the Work Health and Safety Act.

- Ensure that the health and safety of children is of paramount importance at all times.
- Ensure Risk Assessments are undertaken, documented and followed for areas where there is a perceived medium – high risk.

### **Educational Leader**

- Collaborate with educators and provide curriculum direction and guidance.
- Support and mentor educators to effectively implement the cycle of planning to enhance programs and practices.
- Lead the development and implementation of an effective educational program in the service.
- Ensure that children's learning and development are guided by the learning outcomes of the approved learning frameworks.
- Guiding and developing educators and families' understandings about play and leisure-based learning, and the significance of the early years in the education continuum for children
- Building the knowledge, skills and professionalism of educators
- Building a culture of professional inquiry with educators, coordinators and staff members to develop professional knowledge, reflect on practice and generate new ideas.
- Work closely with the Director of the ELC to collaborate, set goals to work towards our Strategic Plan.
- Collaboration and input into the centre's Quality Improvement Plan alongside and with the Director.
- Initiate and delegate duties to staff for centre projects and initiatives.
- Contribute to writing content for newsletter articles for the wider Emmaus community.

*\*Preferably, this Position of Responsibility also includes the role of Educational Leader, negotiable with the successful candidate. Should the successful candidate not perform the role of Educational Leader, the Position of Responsibility loading may be reduced.*

*At the conclusion of the tenured Assistant Director position, unless otherwise mutually agreed, the successful candidate will return to the role of Early Childhood Educator (details on a separate Position Description), and will be paid accordingly. The Early Childhood Educator role is ongoing.*

## **Selection Criteria**

### **Qualifications and Experience**

- Diploma in Children's Services or higher.
- Sound knowledge of the EYLF, NQF, and Educational and Care Services National Law and Regulations.
- Knowledge of and commitment to current Early Childhood Education and Care practices.
- Awareness of the range of Legislation that impacts the functioning of the Centre e.g. the Equal Opportunity Act, Long Service Leave, Workers Rehabilitation and Compensation Act, regulations that govern building activities in a National Trust building etc.
- Experience and expertise in effectively leading and directing a team.
- Current satisfactory Working with Children Check (WWCC), RRHAN-EC Certificate, First Aid Certificate (or willingness to obtain) and the right to work in Australia.

### **Skills and Abilities**

- Demonstrated ability to work effectively within a team, fostering a collaborative and supportive environment.

- Willingness to respond to direction and communicate openly with the Director, maintaining a transparent and effective working relationship.
- Strong motivation skills to inspire employees to achieve high standards and excel in their roles.
- Experience in liaising with and referring to other professionals as required, ensuring comprehensive support for children and families.
- Ability to plan and deliver in-service training for employees, enhancing their professional development and ensuring high-quality education.
- Competence in implementing the Quality Improvement Plan and other business plans as directed, contributing to the Centre's continuous improvement.
- Demonstrated ability to work under pressure and manage time effectively, ensuring tasks are completed efficiently and to a high standard.
- Excellent verbal and written communication and strong administrative skills, including computer literacy, word processing, emails, and preparation of reports.
- Attend out of hours, meetings, training or functions as required.
- Strong commitment to health and safety in the workplace.

## College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Executive Principal or the Director: Early Learning Centre.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

## Submitting Your Application

**Closing Date:** Applications will be assessed as they are received, and early submissions are encouraged.

**Applicants should provide:**

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Non-Teaching Position Form' available via our website [emmauscc.sa.edu.au/about/employment](http://emmauscc.sa.edu.au/about/employment)

Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered. In the subject line of your application, please state the Job ID 250502.

For further information, please contact Human Resources on (08) 8292 3888 or [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au)