



Parklands

CHRISTIAN COLLEGE

Foundations for life

Position Description

INTRODUCTION TO OUR COLLEGE

Our College commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

POSITION TITLE:	Assistant Director/Lead Educator – ELC
CONTRACT:	Permanent, Part - Time
REPORT:	Centre Director
DEPARTMENT:	Early Education
HOURS OF DUTY:	Monday – Wednesday & Friday (0.4 FTE) plus Lead Educator Hours (0.4 FTE)
PROBATION PERIOD:	6-month probation in accordance with EBA
LOCATION:	Parklands Christian College, Park Ridge, QLD

POSITION PURPOSE AND OBJECTIVES

The Assistant Director will provide professional and collaborative support to the Centre Director in leading this dynamic team. At the heart of the role, you will help carry out the administrative functions that will ensure the Centre is run in a smooth and efficient manner. You will also mentor and support our passionate educators to inspire our children to flourish in a highly nurturing, caring, faithful and fun Early Learning Centre.

KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

As the Assistant Director your role responsibilities will include supporting the Centre Director in:

- Assisting the Director to provide leadership and management to educators regarding all aspects of the day-to-day operations of the service in line with relevant regulations and procedures.
- Establishing and maintaining trusting and honest relationships with children, families and other external stakeholders.
- You will assist with administrative duties, schedules and rostering, monitoring departmental progress, prepare relevant financial data and assist in ensuring compliance is maintained.
- Supervising, effectively communicating and collaborating with ELC staff to encourage development of quality learning programs throughout the Centre.
- Assisting with the coordinating of parent/teacher interviews
- Assist with conducting weekly ELC staff meetings and devotions.

- Participating in school functions such as orientation evenings, information evening nights, graduations and all other official occasions associated with the ELC.
- Assist in maintaining a strong link between ELC and the college, with consistent liaison with Head of Primary and Head of Curriculum for Primary.
- Assist with enrolment interviews if required.
- Support the transition of ELC students to the Prep Year, in collaboration with the Head of Primary and Head of Curriculum for Primary.
- Assist with other duties as requested by the Centre Director.

Lead Educator responsibilities can be found in separate position description.

CORPORATE RESPONSIBILITIES

The work of the Assistant Director will be consistent with the College's mission statement, CLEAR values, Code of Conduct for employees, and published policies, procedures and practices.

All teaching staff are required to observe the following corporate accountabilities:

General requirements

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution.
- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Policy.

Mandatory requirements

As per our Child Risk Management Policy, Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

PERSONAL ATTRIBUTES

Qualifications/Certifications

- Tertiary qualifications in a Children Services (Diploma level minimum requirement) and significant experience in a similar role.
- Current Queensland Working with Children Check (Blue Card) for paid employment.
- Current First Aid Certificate.
- Willingness to participate in training for responding to risks of harm, abuse and neglect.

Skills

- Excellent written communication and technology skills
- Highly developed interpersonal and verbal communication skills.
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision.
- Good analytical skills with the ability to communicate simply and clearly.

Abilities

- Ability to problems solve and think critically to address and resolve issues promptly and professionally.
- Ability to interact professionally and effectively with diverse groups.
- Ability to use discretion, tact and maintain confidentiality.

Drafted by: Alison Kingdom **Date:** 06/06/2024**Approved by:** Charlotte Kruger **Date:** 06/06/2024