Position Description

Position Title:	Early Learning Assistant Director
Position Code:	3460
Basis of Employment	Permanent Part Time – 24 hour week (minimum)
Classification:	Grade 14
Reports to:	Early Learning Director
Location:	Bland Shire Council, Shire Street West Wyalong

Primary Purpose of the Position

To champion children's safety, wellbeing and right to be heard and involved in decisions that affect their world. Recognising that the safety, wellbeing and best interests of the children are paramount by committing to provide a safe, supportive and understanding environment that builds confidence, trust, agency and secure, respectful relationships.

Primary Responsibilities

- Lead fellow educators to champion children's safety, wellbeing, rights and best interests in all decisions, practices, policies and procedures, ensuring compliance with the Education and Care Services National Law (NSW) and Education and Care Services National Regulations.
- Lead a culture of child safety and professional accountability, modelling ethical practice and addressing, documenting and reporting concerns or inappropriate practices in accordance with the National Law and Regulations, child protection legislation and service policies.
- Lead and oversee educator practice, providing direction, mentoring and feedback to ensure consistent, professional practice that promotes children's safety, inclusion, wellbeing, agency and participation to meet the requirements of the National Quality Framework (NQF) and National Quality Standard (NQS).
- Ensure effective supervision and risk management, including safe environments, appropriate ratios, transitions, excursions, emergency procedures and individual safety needs, in accordance with the National Regulations, particularly requirements relating to supervision, staffing arrangements, risk assessment and emergency and evacuation procedures.
- Maintain and oversee child protection compliance, including current knowledge and application of relevant NSW Child Protection legislation, Mandatory Reporter responsibilities, the National Law, National Regulations and service child protection policies.
- Lead curriculum and pedagogical practice, ensuring planning, assessment and documentation reflect children's strengths, interests, voices, culture, abilities and individual needs through the service philosophy, program and practice.
- Lead continuous improvement, including critical reflection, policy review, self assessment and implementation of evidence informed practices (with Educational Leader).
- Develop and maintain professional partnerships with families, external professionals and community members to support children's safety, wellbeing, inclusion and development.
- Work collaboratively with the Early Learning Director and Educational Leader to ensure effective service management, regulatory compliance, professional development and continuous improvement across the service.
- Undertake project management and stakeholder consultation as required to support service priorities, initiatives, compliance requirements, community engagement and continuous improvement.
- Identify and pursue opportunities to strengthen service capacity, including professional development, community partnerships, excursions, grants and Disability and Inclusion funding.
- Maintain professional and ethical standards in accordance with the Early Childhood Australia Code of Ethics, Service Code of Conduct, NQF requirements and relevant legislation.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required.

- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities.
- Carry out other duties that are within the limits of employee's skills, competence and training.

Essential Criteria

- Bachelor's degree in early childhood education or Diploma and actively working towards a degree in Early Childhood Education.
- Current "Provide First Aid in an Education and Care setting" (HLTAID012) certificate.
- Current CPR certificate.
- Current Police Check.
- Current Working with Children Check (WWCC) number.
- Current Child Protection – Identify and Report Children and Young People at Risk (CHCPTR025) or Identify and Respond to Children and Young People at Risk (CHCPRT001) with willingness to upgrade qualification asap.
- The successful candidate will be required to complete the mandatory Department of Education National Child Safety training prior to commencing with the children (or provide a certificate of completion).

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

Immunisation Requirements

This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A, Measles, Mumps, Rubella (MMR), Pertussis (Whooping Cough), Varicella (Chickenpox) and Influenza to protect them against possible exposure to the viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of the employment to retain the position.

Working With Children Check (WWCC)

If this role is identified as a position which undertakes child related work, as defined by the *Child Protection (Working with Children) Act 2012, the Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. If there is any change to your Working with Children Certificate clearance, you are obliged to report this to your supervisor immediately. The WWCC will be verified and cleared prior to commencing work with children. The Nominated Supervisor completes validation checks every 6 months to confirm children's safety and educator suitability.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Standing/walking – Constant	Sitting – Occasional
Squatting/kneeling/stooping – Frequent	Fine finger manipulations (keystrokes and writing) – Occasional
Bilateral gross hand manipulations – Frequent	Lifting/carrying 10kg to 15kg - Occasional
Sun/UV exposure	