Position Description

Title	Assistant Director
Position Location	Various
Reports to	Director and Early Childhood Education Manager
Direct Reports	Teacher, Lead Educator, Educator, Clerical Assistant, Cleaner, Chef (where applicable)
Classification	C&K Children's Services Enterprise Agreement

The Creche and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 320 early childhood education and care (ECEC) centres located across Queensland.

Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.

C&K's vision is to be *a place where every child flourishes*.

Our values:

- *we put children first*
- *we respect all people and each other*
- *we work with integrity and strive for excellence in everything we do*

These underpin the way we work with children and families, communities, colleagues and partners.

Child Protection and Safeguarding is a shared responsibility at the Creche & Kindergarten Association – across leadership, governance, employees, volunteers and families. As a signatory to the Queensland Statement of Shared Commitment, C&K recognises that every interaction counts in creating an environment where children feel safe, secure and self-confident. All employees at C&K embrace this safeguarding culture and enforce our zero tolerance for any abusive or inappropriate actions. They do this by creating inclusive, culturally safe and nurturing environments where children are empowered to thrive through quality relationships and voice their perspectives with confidence, knowing that they will be heard and taken seriously. Our recruitment processes reflect these child-safe commitments and are designed to identify the most suitable and qualified persons to work with children and facilitate a child-safe environment.

We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.

Purpose	An Assistant Director will perform the duties of a Group Leader or Assistant (refer to Group Leader or Assistant position description) and, in addition to this, and when requested, assist in leading the daily operations of the centre. It is expected that in the absence of the Director, the Assistant Director manages, effectively and efficiently, the daily operations of a Long Day Care centre to enable delivery of high-quality early childhood services and programs in line with C&K's vision, values and priorities.

Key accountabilities **(daily)**	• Search Page (candk.asn.au)
Key accountabilities **(In the absence of the Director)**	**Leadership:** • Apply effective communication and leadership strategies to engage employees and enable them to work collaboratively, including partnering with other services in the area to support and inspire a shared sense of purpose to deliver positive outcomes for children and families • Lead and mentor direct reports to demonstrate a high standard of ethical and professional practice and behaviour that is in line with C&K's vision and values • Direct, co-ordinate, coach and support direct reports, ensuring organisational and individual goals are achieved **Operational Management:** • Manage service performance by applying strong business and financial disciplines at a service level including resource allocation, budgeting, optimising utilisation, cost management, staff ratio management and wage costs • Ensure service meets compliance obligations through developing knowledge and skills in understanding relevant legislation, frameworks, C&K policies, procedures and guidelines • Maintain a safe environment for children, families, employees and visitors and implement strategies to achieve safety outcomes, constantly driving continuous improvement • Facilitate service reconciliation activities and build/maintain relationships with key community Aboriginal and Torres Strait Islander stakeholders and organisations **Education and Practice:** • Monitor the implementation of C&K's early childhood curriculum framework (Listening & Learning Together), with the Early Years Learning Framework in conjunction with the Educational Leader • Support and implement strategies that enhance inclusion regardless of the child and family circumstances • Support employees with the development of partnerships with families where their contributions to the program are valued, acknowledged and regularly discussed • Nurture and grow professional networks and relevant professional associations to maintain contemporary awareness of current trends and evidence based approaches in early childhood education and early childhood development • Ensure service improvement strategies support C&K's reconciliation and inclusion priorities and strategies • Ensure protecting children's safety and wellbeing is embedded in everyday practice by implementing the C&K Child Protection Framework **Relationships with children:** • Demonstrate a genuine interest in children and focus on fostering a sense of belonging, being and becoming in daily interactions and practices • Treat all children with dignity and respect, embracing each child's unique family and background • Demonstrate the ability to guide children's behaviour in a positive way and encourage children to interact with others with care, empathy and respect **Personal accountability:** • Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of employees, children and visitors • Exemplify personal drive and integrity – take personal responsibility for meeting objectives, showing initiative and committing energy to see goals are achieved

	• Work collaboratively with the Children's Services Leadership Team and other C&K Managers to enable the service to achieve best practice and quality outcomes • Demonstrate resilience and professional conduct under pressure and scrutiny and show strong commitment to professional learning and self-development • Model C&K values and demonstrate standards of excellence in professional practice and ethical behaviour
Key Selection Criteria	**Key selection criteria of either Group Leader or Assistant applies as relevant.** **Qualifications:** Preferred – tertiary qualifications in early childhood, Cert 3, Diploma, Bachelor or related field **Leadership:** Demonstrated experience managing, mentoring and supporting early childhood education and care services/programs to deliver high quality outcomes, and in building a capable and engaged workforce. **Operational management:** Demonstrated experience driving performance and delivering positive results in early childhood education and care services in a competitive environment, with particular regard to: • Day to day management of Long Day Care centre • Strong financial management, • Supporting people engagement, safety and wellbeing; and • Client relationship management and retention. **Education & Practice:** Practical and comprehensive knowledge of key issues, strategies and best practice in early childhood education, child health, wellbeing and inclusion, early childhood curricula and development frameworks. **Relationships with children:** • Demonstrated experience in providing practical guidance to employees that ensures quality outcomes for children • Demonstrated experience building and maintaining positive relationships with families that supports each child's needs **Personal accountability:** Evidence of sound professional experience that shows: • Initiative and strong sense of personal responsibility for continuous improvement, meeting objectives and managing health and safety risks; • Models professional and ethical behaviour; • Commits to personal development; and • Displays courage in the provision of advice and decision making.

Additional information

The successful applicant will be required to travel, as necessary. Hold a positive notice (Blue Card) working with children check; current First Aid and CPR, Asthma & Anaphylaxis; and a current driver's licence. The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.

C&K Childcare & Kindergarten
Early Learning since 1907

Workplace Health and Safety

Physical Job Demands Profile	
Physical Factor	**Frequency and Duration**
Standing and/or walking	**Frequent** - performed for 1/3 to 2/3 of work day, 101-500 repetitions per day, or 11-63 repetitions per hour
Sitting	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Lifting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Carrying	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Pushing and/or pulling	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Climbing	**Rare** – performed for less than 5% of a work day or less than once per day e.g. once per week
Bending and twisting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Kneeling, crouching and squatting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Reaching	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Handling and gripping – low items	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Handling and gripping – high exertion	**Rare** – performed for less than 5% of a work day or less than once per day e.g. once per week

Cognitive Job Demands Profile	
Cognitive and Psycho-Social Factors	**Frequency and Duration**
Cognitive processing	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to time pressure, changes to work direction and/or reduced personal control of work	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to emotional situations	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Communication	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Responsibility	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour