

Position Title	Assistant Director (UWA Out of School Care)
Classification	Level ASDIR (as per UWA Child Care EBA)
School/Division	Student Life
Centre/Section	Child Care
Supervisor Title	Centre Director
Supervisor Position Number	FSR 310706 and 306912
Position Number	FSR 102768

Your work area

UWA Child Care Services provides an Early Learning Centre that offers part-time and full-time care to children aged six weeks to five years, and an Out of School Care Service that provides After School Care and Vacation Care for pre-primary students to twelve-year-old's, during state school terms and state school holidays.

Management and staff aim to provide high quality education and care and enriching learning experiences for all children, in partnership with their families, and in accordance with the Education and Care Services National Law (WA) Act 2012, Education and Care Services National Regulations 2012, and the National Quality Framework.

Reporting structure

Reports to: Centre Director UWA Out of School Care

Your role

As the appointee, you will provide support and assistance to the Centre Director for the administration and planning of the Out of School Care Centre. You will actively assume the role of Educational Leader and Health and Safety Advisor

Your key responsibilities

Implement and ensure the facility's policies, procedures, educational program and philosophy are upheld in accordance with the Education and Care Services National Law (WA) Act 2012 and the Education Care Services National Regulations 2012

Support the Out of School Care Director in assisting with some administrative tasks such creating vacation care programs, updating the Quality Improvement Plan (QIP) according to the National Quality Standards, create staff rosters, and assist with enrolments and orientation of children, families as well as the orientation of new staff

Actively participate in the planning and updating of policies and procedures with the Centre Director and Child Care Manager

Plan, implement and evaluate a quality developmental program and provide supporting pedagogical documentation

Lead and be a positive role model to all staff and students and provide on-the-job training as required

Take responsibility for their own professional development and assist other staff to further develop their knowledge and skills

Liaise effectively with parents maintaining confidentiality and professionalism at all times

Supervise staff and have responsibility for the day to day operation of a work unit where this involves setting priorities, meeting service standards and assisting with the monitoring or review of systems

Your specific work capabilities (selection criteria)

A Bachelor of Education, Diploma of Teaching (or equivalent) or a Diploma of Children's Services (in working in Early Education and Care); a Degree or Diploma in Recreation, Sport Science, Leisure Studies, Social and Behavioural Science or Nursing (in working with over preschool age children), as approved by The Australian Children's Education and Care Quality Authority (ACECQA)

Extensive experience in the Out of School care industry and working with children 5-12 years

Knowledge and understanding of the Education and Care Services National Law (WA) Act

Knowledge and understanding of 2012 and the Education and Care Services National Regulations 2012

Understanding and experience with the Accreditation and Assessment rating process in accordance with the Australia Children's Education and Care Quality Authority (ACECQA)

Possess organisational and leadership skills with a proven ability to work to deadlines

Excellent written and verbal communication skills

Knowledge of the "My Time Our Place" framework (which act as a guide to the operational requirements and philosophy of the UWA OSC centre) is desirable

Special requirements (selection criteria)

Current Working with Children Check

Able to fit the physical requirements of the position

Hold a current Medical Certificate certifying fitness to work in an Education and Care Service.

Proof of current full COVID-19 Vaccination or a Vaccination Exemption Statement recorded on the Australian Immunisation Register is required in accordance with the [Western Australia COVID-19 Mandatory Vaccination Programme](#)

First Aid in an Education and Care Setting is desirable

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/