

## Position description



# ASSISTANT HEAD OF SUB-SCHOOL PLENTY KIDS EARLY LEARNING CENTRE

<b>REPORTING TO:</b>	Principal
<b>APPOINTMENT:</b>	Part-time, ongoing
<b>CLASSIFICATION:</b>	PVCC Enterprise Agreement 2020

## ABOUT THE COLLEGE

Plenty Valley Christian College is a kinder to Year 12, co-educational Christian College of approximately 820 students. We are one College with four sub-schools, Kindergarten, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views of the ranges. Plenty Valley is committed to developing high quality, effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National (CEN). We are committed to the establishment of a close partnership with parents in the education of their children. We aim to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff, with every staff member playing a role in the pastoral care of the students. PVCC also offers the respected Arrowsmith Program.

## BACKGROUND

*Plenty Kids is an Early Learning Centre with a vision to be a Christian learning community with the creative and responsive mind and spirit of Christ.*

## STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and we have zero tolerance for child abuse. We understand our legal and moral obligations to treat all concerns seriously and report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children, including Aboriginal children, children from culturally and linguistically diverse backgrounds, and providing a safe environment for children with a disability.

## POSITION OBJECTIVE

- To assist with leading and guiding the development and implementation of a high-quality educational program based on an approved curriculum framework that promotes each child's learning across five learning outcomes. This will be undertaken in consultation with the director, educators, children and parents/guardians of children attending the service and be responsive to the needs of the community.
- To actively assist with seeking to develop best practice in all areas of operation.
- Operate in an ethical, professional manner at all times and work with the director to ensure that the service meets the requirements of the *Education and Care Services National Law (National Law)*; *Education and Care Services National Regulations (Regulations)*, the Department of Education and Training (DET) *Kindergarten Funding Guide*;

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and assist with reviewing, adapting, adopting and implementing policies and procedures and the Quality Improvement Plan (QIP) of Plenty Kids Early Learning Centre (PKELC).

## ORGANISATIONAL RELATIONSHIPS

- The Assistant Head of sub-school (AHOSS PK) is responsible to, and takes direction from the director on a day-to-day basis for assisting with the implementation of the educational programs and relevant policies and procedures at PKELC and is accountable to the Principal.
- The AHOSS PK will work closely with all other relevant Plenty Kids staff and executive team members as required.

## RESPONSIBILITIES AND DUTIES

### General responsibilities

- Assist with fulfilling the requirements of the position of Nominated Supervisor or a person in day-to-day charge.
- Assist with meeting the requirements and liaison with external organisations such as the Department of Education and Training (DET), Early Learning Association Australia (ELAA), Australian Children's Education & Care Quality Authority (ACECQA) and local governments as directed within the required timelines.
- Assist with records and perform other duties as directed by the director.
- To be familiar with, adhere to, and assist with compiling and implementing all policies and procedures of the service.
- Assist with operating within the requirements of funding and regulatory requirements.
- Assist with ensuring that all staff are actively involved in the development and implementation of the Quality Improvement Plan (QIP) of the service and the ongoing self-assessment for continuous improvement
- Operating within the requirements of funding, policies, procedures and regulatory requirements.
- Work cooperatively with the board, executive team, director and all staff to ensure the service operates in a safe work environment and adhere to all service OHS safety procedures.
- Ensure Child Safe Standards are adhered to at all times.

### SPECIFIC RESPONSIBILITIES

- Assist with completing and implementing the Quality Improvement Plan (QIP), School Readiness Funding (SRF), Variation to Routine forms and Risk Assessments.
- Assist with the administration of Storypark.
- Assist with compiling Plenty Kids meeting agendas and minutes.
- Assist with reading, replying, compiling, and sending emails.
- Assist with planning and implementing special days.
- Assist with ordering purchases in conjunction with the director and staff within the limits of Plenty Kids budget allocation and procedures.
- Check incoming deliveries.

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## Children

- Assist in the provision of a safe, healthy and welcoming environment.

## Staff

- Work cooperatively with the other staff at Plenty Kids.
- Attend workshops and professional development as directed by the director, executive team and board.
- Participate in regular performance reviews.
- Participate in discussions with relevant early childhood support services (Allied Health professionals) and other professional services and organisations within the community as required.

## Executive team, board and director

- Work cooperatively, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service.
- Attend meetings outside the rostered hours or away from the workplace, as required by the executive team, board and director with appropriate notice and remuneration in accordance with the Plenty Valley Christian College Enterprise Agreement.
- Report to the director on both urgent and ongoing maintenance requirements of the service.
- Maintain confidentiality and comply with the service's privacy policy
- Other duties as directed by the executive team and board.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Assistant Head of sub-school is directly accountable to the director.
- The assistant head of sub-school has the authority to take such action as is necessary to ensure the health and safety of children and their families are maintained within the service and on approved activities outside the service.
- The assistant head of sub-school in consultation with the director, may be responsible for making recommendations to the executive team and board on matters relevant to the operation of the service.

## ESSENTIAL SKILLS AND COMPETENCIES

### Specialist skills and knowledge

- A thorough understanding and knowledge of early childhood development relevant to their level of qualification and position (Bachelor of Early Childhood Education preferred).
- Experience with administrative procedures.
- Ability to plan, work and manage time effectively with limited direction and supervision.
- In-depth knowledge and understanding of the National Law and Regulations, the Victorian Early Years Learning and Development Framework and PKELC Policies and procedures.

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## Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with staff, parents, and professionals.
- Work in a cooperative, flexible, and professional manner with children, parents, staff, other professionals, the board, executive team, director, and other persons who contact or interact with the service.
- Well-developed self-motivation skills and initiative.

## OTHER DUTIES

### Essential requirements

- Experience in administrative work, knowledge of office procedures, filing and record management.
- Ability to work as a member of a team and with the director, executive team and board, and effective communication skills, including both written and verbal skills.
- Ability to plan and manage tasks independently and effectively.
- Computer literacy.
- Be able to fill the position Nominated Supervisor or person in a leadership position or day-to-day charge if required by the director, executive team and board in accordance with the *Education and Care Services National Regulations*.
- Hold a current *Working with Children Check* (or equivalent).
- Hold and maintain an approved:
  - first aid qualification
  - emergency asthma management qualification
  - management of anaphylaxis qualification

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020

## COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

**Risk management** – report identified hazards that may pose a risk to employees or the public and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

**Occupational health and safety** – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to report any incidents immediately, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

**Equal opportunity** – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

**Code of conduct and dress code** – comply with all standards.

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## POSITION ACCEPTANCE

I accept the position description as stated above and that it may require amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

### Incumbent:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_

### Manager

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_