



# The Springfield Anglican College

## Position Description: Assistant Director - After and Before College Care (ABCC) and Early Years ABCC

Appendix 2

### Student Protection

*Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.*

### 1. Position Details

<b>Position Title:</b>	Assistant Director - After and Before College Care (ABCC) and Early Years ABCC
<b>Location:</b>	Before and After College Care and Vacation Care facilities – Primary Campus
<b>Status:</b>	Full Time
<b>Award / Classification:</b>	<b>Level 5</b> in accordance with the Children's Services Award 2010
<b>Reports to:</b>	Head of Primary through the Director ABCC & EY ABCC
<b>Responsible for:</b>	Second in charge for the effective and compliant operation of the After and Before College Care Program including the Vacation Care Program (ABCC) within the College ABCC facilities
<b>Last Reviewed:</b>	February 2024

### 2. Essential Qualifications

<b>Academic Qualifications:</b>	Diploma of Early Childhood Education and Care or equivalent ACECQA approved qualification - <i>essential</i>
<b>Working with Children Blue Card:</b>	A Queensland Working with Children Blue Card is a <u>mandatory</u> requirement for this role
<b>Experience:</b>	Extensive experience in an After and Before College Care Program including Vacation Care Program
<b>Other:</b>	First Aid, CPR, Anaphylaxis and Asthma Management certificates for Early Childhood – <i>essential</i>



### 3. Position Purpose

Responsible to the Head of Primary, through the Director ABCC and Early Years ABCC, the Assistant Director ABCC and Early Years ABCC contributes to the ABCC vision and goals through compliant and effective operation of the After and Before College Care and Vacation Care programs.

### 4. College Expectations

Staff at The Springfield Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's students
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College relationships
- Focused on participating in developing a culture of excellence
- Strategic in their leadership and management

### 5. Domains of Professional Responsibility

The Assistant Director ABCC and Early Years ABCC is responsible for meeting the following professional responsibility. The professional responsibility should be read within the context of the Statement of Effective Support Services, attached to this Position Description.

#### **Student Protection - Commitment to the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures and the Child and Youth Risk Management Strategy:**

The College is committed to the safety and wellbeing of students enrolled at the school. In accordance with sections 171 and 172 of the Working with Children (Risk Management and Screening) Act 2000 (Qld), the College is committed to eliminating and minimising risks to child safety through the Child and Youth Risk Management Strategy. The Assistant Director ABCC and Early Years ABCC will demonstrate a commitment to Child Protection, supporting the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. The Assistant Director ABCC and Early Years ABCC will model and encourage behaviour that upholds the dignity and protection of students from harm.

#### **Commitment to the College Vision and Goals:**

The Assistant Director ABCC and Early Years ABCC demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value-based approaches. The Assistant Director ABCC and Early Years ABCC will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.



## 6. Key Responsibilities

The Assistant Director ABCC and Early Years ABCC is responsible for the achievement of specific outcomes in the following key strategic areas:

**Support the overall administration of the facility:** In concert with the Director ABCC and Early Years ABCC and the ABCC Educators, ensure the efficient and effective delivery of After and Before College Care and Vacation Care services.

**Develop, implement, and supervise developmental programs and the quality of care the ABCC provides** through developing, implementing, evaluating, and supervising appropriate daily routines with educators and children, to provide an effective learning and social environment. This responsibility is undertaken in accordance with National Quality Standards and using the My Time Our Place framework for children in care.

**Maintain policies and procedures and ensure ABCC adheres to all relevant legislation:** In concert with the Director ABCC and Early Years ABCC implement policies and procedures to maintain a professional and safe environment for both children and staff in the College's care.

**Identify and assist in meeting the professional development needs of staff:** Communicate to staff various areas of professional development that are available and liaise with staff individually to recognise their various professional development needs.

**Establish and maintain effective communication systems with staff and parents:** Provide and develop effective communication tools for all staff to utilise when communicating to staff, co-workers, and parents.

**Develop liaison with other facilities in the community as required:** Establish professional relationships with other educators to assist with professional development and professional communication.

**Maintain ABCC records and day to day administrative matters:** Provide effective administration / supervision of the maintenance of ABCC records and day to day clerical/administrative operations in concert with the Director ABCC and Early Years ABCC.

**Maintain National Quality Standards:** In concert with the Director ABCC and Early Years ABCC support and implement the service's Quality Improvement Plan.

### **Duty of Care:**

The Assistant Director ABCC and Early Years ABCC contributes to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and procedures.

### **Such other duties as may be required from time to time:**

All employees recognise and accept that multi-skilling is an essential component of employment with The Springfield Anglican College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.



## 7. Key Role Objectives

The Assistant Director ABCC and Early Years ABCC will achieve the Key Role Objectives by:

### **Contribute to the administration of the facility:**

- Develop and implement the Quality Improvement Plan for the facility in an efficient and timely manner.
- Prepare regular reports for the Director ABCC and Early Years ABCC as required.
- Assist with managing the physical facilities and ensuring all resources and equipment are maintained.
- Make purchases for the services within the prescribed budget.
- Develop and implement programs to enhance the physical, social, emotional, and intellectual development of young children.
- Demonstrate commitment to ongoing professional development.
- Attend relevant training as required.
- Ensure knowledge and skills are up to date with current practices and trend in the OSHC sector.
- Ensure appropriate qualifications for the position are maintained.
- Attend regular staff meetings and conduct meetings in the absence of the Director ABCC and Early Years ABCC.
- Provide information for the Director ABCC and Early Years ABCC, if required, to complete financial reports in an effective and timely manner.

### **Contribute to the development and implementation of developmental programs and assist in the supervision of the quality of care the ABCC provides:**

- Read widely to enhance understanding of pedagogical practices that will assist in the leadership of educators at the service to provide collaborative partnerships that ensure maximum opportunities for high quality outcomes.
- Ensure the written program must be displayed for children and educators at the beginning of the week.
- Assist in developing and implementing programs to ensure they are child-oriented and developmentally appropriate.
- Assist in planning a varied program of interesting activities including excursions and incursions for each vacation care period and distribute such program at least three weeks prior to the holiday period.
- Monitor, support, guide and supervise educators in the implementation of programmed activities.
- In concert with the Director ABCC and Early Years ABCC evaluate programs regularly and make appropriate modifications and recommendations to meet the needs of children.
- Ensure that educators follow inclusive practices to meet the needs of all children.
- Direct and supervise educators and other staff in providing care and supervision for children.



**Maintain policies and procedures:**

- Ensure that policies and procedures are in line with government standards, the National Quality Framework.
- Contribute to the implementation of policies on a broad range of issues including safety, medications and behaviour management that are in line with College policies.
- Assist in implementing safety policies and procedures to ensure Work Health and Safety legal compliance.
- Monitor policies and procedures to ensure they cover the needs of the service.
- Assist in the annual review and update of all policies and procedures.

**Assist in the development of processes for recruitment, induction, and support of staff:**

- Assist in developing appropriate induction processes to ensure a smooth transition for a new employee.
- Provide support and mentoring to staff.
- Participate in job interviews (when required).
- In concert with the Director ABCC and Early Years ABCC, ensure candidates align with the ethos of the College and have appropriate skills and qualifications.

**Identify and assist in meeting the professional development needs of service staff:**

- Participate in professional development opportunities.
- In concert with the Director ABCC and Early Years ABCC and Human Resources Department increase the quality of staff through professional development.

**Establish and maintain effective communication systems with staff and parents:**

- Meet regularly with the Director ABCC and Early Years ABCC to develop communication with parents.
- Develop effective communication systems in concert with the Director ABCC and Early Years ABCC.
- Liaise with parents directly and through regular newsletter contributions.
- Liaise with College staff as required.
- Encourage parent involvement in the service program.
- Provide suitable orientation and information for new families.
- Maintain confidentiality.
- Be sensitive and understanding of the different needs of families.
- Be available to discuss issues with families as they arise.

**In concert with the Director ABCC and Early Years ABCC liaise with other facilities in the community as required:**

- Develop appropriate community and external networks.
- Develop and implement effective communication systems within the community.
- Be aware of community needs and changes as they occur and how these can or do influence the service.
- Actively promote the service within the community through various avenues which may be available from time to time.

**Play a key role in the maintenance of ABCC records and day to day administrative matters:**

- Maintain all records in concert with the Director ABCC and Early Years ABCC.
- Ensure operational systems are well organised and communication is timely and effective.
- Prepare regular reports for Director ABCC and Early Years ABCC as required.



**Contribute to the service's compliance with annual budgets:**

- Follow the service's budget.
- Account for petty cash expenditure in accordance with service procedures.
- Liaise with the Finance Department where required.
- Provide necessary financial and enrolment information.

**Ensure the service of National Quality Standards, in concert with the Director ABCC and Early Years ABCC:**

- Assist in developing and implementing the service's Quality Improvement Plan.
- Monitor service's progress through NQS.
- Ensure compliance with NQS.
- In concert with the Director ABCC and Early Years ABCC facilitate and plan NQS implementation and compliance within the service.
- Submit required documentation in a timely manner.

## **8. Selection Criteria/Competencies**

The Assistant Director ABCC and Early Years ABCC will possess the following competencies, skills, qualifications, and experience:

- Support the Christian and Anglican ethos of the College
- Diploma of Early Childhood Education and Care or equivalent ACECQA approved qualification
- Current and valid Queensland Working with Children Paid Blue Card
- National Police Check
- Current First Aid, CPR, Anaphylaxis and Asthma Management certificates
- Certified Supervisor Certificate
- Experience in a senior childcare administration role or other relevant employment
- Proven commitment to facilitating the learning and development of children in an outside school hour care environment, including Early Years
- Ability to communicate and promote the College with confidence
- Positive attitude and a willingness to work with children
- Attention to detail and adaptable work practices
- Demonstrated sound personal qualities of tact, confidentiality, reliability, and an ability to work with others both individually and as a member of a team
- The ability to take direction and meet deadlines and other program goals
- Well-developed organisational and time management skills
- Verbal and written communication skills including application of high order customer service principles and practices
- Excellent communication and problem-solving skills
- The ability to prioritise multiple demands
- Ability to demonstrate initiative
- Demonstrated flexibility and the ability to work independently and without direct supervision
- Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment



# Statement of Effective Support Services

The College believes that success of support staff will occur when they are committed to the provision of quality professional services for staff, students, and families, which adds value to the College's operations and programs.

***This will be achieved through:***

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting College programs and initiatives
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing the use of technology

***Critical to our success will be an approach that:***

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy, and competency in your work
- Is proactive
- Seeks continuous improvement through opportunities for training and development





# STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within [The Springfield Anglican College](#), [The Tiny Tartan Kindergarten](#) and [ABCC and Early Years ABCC](#).

*Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.*

*As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.*

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

*Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.*

*Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:*

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

*This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.*

Source: Working with Children in Anglican Education Policy v1.0 (2020)

**Steven Morris**  
Principal