

*"We are a Catholic community of welcome,
connecting faith, family & education."*



POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Name:

Position Title: Early Years Assistant Director

Appointment: Permanent

Grade: Level 5

Hours per Week: Hours and days per week negotiable (minimum of 22.5)

Campus Locations: Nazareth Catholic Early Childhood Centre

POSITION OVERVIEW

The Nazareth Early Childhood Centre (ECC) is a special place that values the wonder of childhood. We are a community that partners with parents to provide the best educational start for all children. The ECC is licensed for 100 children each day, from 6 months to school age, with approximately 180 children attending over the course of the week. We are blessed to be nestled amongst the many, and it is true here that, at the ECC, the village helps raise the child.

The Early Years Assistant Director supports the Director in overseeing daily Centre operations, fostering a nurturing, inclusive, and faith-filled environment that promotes holistic child development in line with Catholic values, the Early Years Learning Framework (EYLF), and Reggio Emilia principles.

Working collaboratively with the ECC Leadership Team, the Assistant Director ensures compliance with regulatory standards through effective risk management, WHS practices, and the implementation of policies aligned with the National Quality Standard to maintain a safe, high-quality, and joyful learning environment.

This role contributes to a welcoming and professional culture, requiring strong agency, organisational skills, and a commitment to the wellbeing of children, families, and staff.

Reporting to the Principal via the Early Years Director, the Assistant Director assumes operational leadership in the Director's absence, with a higher duties allowance applicable during such times.

KEY WORKING RELATIONSHIPS (INTERNAL)

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|------------------------|---|
| • Principal | • Families |
| • Early Years Director | • Allied health professionals |
| • Educators | • College Administrative staff |
| • Children | • Universities and Training organisations |

KEY RESPONSIBILITIES/DUTIES

As the Early Years Assistant Director you will work in accordance with the Vision, Mission Values and aspirations of the Nazareth Strategic Plan.

SUPPORT TO THE EARLY YEARS DIRECTOR

- Assist the ELC Director in operational management, including staff rostering, enrolments, compliance, and general administration.
- Act as a liaison between the Early Years Director and school administrative staff to ensure smooth day-to-day operations
- Contribute to administrative tasks including enrolments and reporting

REGULATORY COMPLIANCE AND QUALITY ASSURANCE

- Assist the Early Years Director to ensure the Nazareth Early Childhood Centre meets all regulatory requirements, such as National Quality Standards (NQS), Education and Care Services National Regulations, staff to child ratios and Catholic Education SA policies.
- Assist in maintaining up-to-date policies and procedures and assist with audits and inspections to ensure the Centre remains compliant with all relevant standards.

EDUCATIONAL EXCELLENCE

- Support curriculum planning and implementation aligned with EYLF and Catholic ethos.
- Promote inquiry-based, play-rich learning environments.
- Mentor educators in reflective practice, ethical thinking and pedagogical documentation.

HEALTH AND SAFETY

- Ensure the health and safety of children and staff by assisting the Early Years Director to manage and monitor safety policies and procedures.
- Assist with the administration of medication and support the care of children, ensuring all health practices are compliant with regulations.

COMMUNITY ENGAGEMENT

- Build and foster respectful and collaborative relationships with families, children, and staff
- Engage with the wider Nazareth Catholic Community and parish
- Support events and collaborative opportunities with the wider Nazareth Community

CATHOLIC IDENTITY

- Encourage and support the ethos and mission at Nazareth.
- Promote the spiritual life of the college through visible leadership of our Catholic identity.
- Give witness to Catholic Values in carrying out duties, particularly in relation to the care and management of educator wellbeing, especially when supporting children with diverse needs.
- Lead prayer and reflection during staff meetings as required.
- Be aware of and support the links between Nazareth, other schools and the local church.

CODE OF CONDUCT AND PROFESSIONAL RESPONSIBILITIES

- Always adhere to Catholic Education Code of Conduct. The code applies standards for appropriate ethical and professional behaviour.
- Always adhere to the Safeguarding Catholic Professional Standards.
- Always adhere to the Protective Practices for staff in their interactions with children and young people.
- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Understand the employer's requirements and act in the ECC and the College's and CESA's policies, guidelines, and procedures.
- Enhance the College's relationship and reputation with external individuals and organisations, through positive interactions and communication.
- Participate in professional development activities which lead to improved outcomes and strengthen the professionalism of the teacher.
- Appropriately assist children who are hurt, sick or in distress.
- Develop and maintain effective professional partnerships with other staff.
- Complete administrative tasks accurately and on time.
- Maintain high standards of professionalism and high expectations.
- Be willing to participate in all aspects of College life and to develop positive relationships with children, families, colleagues, and the wider Nazareth community.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

- Diploma or Degree in Early Childhood Education and Care.
- A personal commitment to Catholic faith and values
- Demonstrated experience in administration and operational management within a school, childcare, or ELC, such as staff rostering, enrolments, financial processes, and compliance with policies and procedures.
- Sound knowledge of regulatory compliance, including ACECQA regulations, the National Quality Framework (NQF), National Law, and WHS, ensuring adherence to staff-to-child ratios, qualifications, and safety requirements.
- Health and safety management, including implementing safety policies, administering medication, and ensuring the well-being of children and staff through risk management and compliance practices.
- Strong interpersonal and communication skills with the ability to build positive relationships with students, families, and staff in a dynamic working environment.
- Proficiency in Microsoft Office, publication, and administrative software (e.g. Child Care Management Systems) to enhance operational efficiency.
- Collaborative and reflective leadership style
- Commitment to continuous improvement and professional learning
- Genuine passion for early childhood education and care

Additional information and requirements

- Some additional hours of work may be required.
- You will be required to hold the following certificates:
 - Screening clearance to work in Catholic Education SA.
 - Current Working with Children Check/Catholic Police Clearance
 - RRHAN-EC Certificate
 - HLTAID012 First Aid Certificate

WORK HEALTH AND SAFETY

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012