



POSITION DESCRIPTION

Assistant Director Childcare

ASSISTANT DIRECTOR CHILDCARE

POSITION TITLE:	Assistant Director Childcare
POSITION NUMBER:	5028
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Assistant director, 2 year qualified, year 1
REPORTS TO:	Director Curry Kids
DEPARTMENT:	Community Services and Economic Development
LAST REVIEWED:	July 2026

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will
see how much we value our natural
beauty, how connected our communities
are, and how balanced growth makes
this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The Assistant Director supports the Centre Director in the overall leadership of the Centre. Working closely with the Centre Director you will develop your leadership skills in early childhood service provision, coaching and mentoring a team of educators in their work with children and families. You will also help to build the capabilities of the team with the Centre Director and develop your business administration skills to gain a deep understanding and proactively contribute to the Centre's performance across all targets. To always adhere to the Education and Care Services National Regulations under the Education and Care Services National Law, regulations as well as the policies, goals, and philosophy of the service. To uphold the 'National Quality Framework' and 'National Quality Standards' as per the 'Service's' Philosophy, goals, policies, and procedures.

REPORTING LINES

This position reports to the Director Curry Kids Early Learning Centre and liaises with internal and external stakeholders.



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GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for the overall management of the Centre during the Centre Director's absence.
- Room support and relief as needed to maintain ratios.
- Providing support to Director/Nominated supervisor as required.
- Perform key management tasks including rostering, managing family accounts, wait-list management, purchasing and providing administrative support to the Centre Director as required.
- Responsible alongside the Director to implement, guide and evaluate developmentally appropriate program for individual children and groups.

KEY RESPONSIBILITIES IN THIS ROLE

Day-to-Day Operations

- Provide exceptional customer service, including responding to enquiries, conducting family tours, coordinating new enrolments and supporting family orientation.
- Develop and maintain respectful, collaborative relationships with children, families, educators and community stakeholders.
- Support educators and families by communicating professionally regarding children's learning, development, wellbeing and individual needs.
- Capture and maintain accurate enrolment, attendance and administrative records using approved software systems.
- Coordinate the service calendar, tours, administrative systems and operational processes to improve efficiency and service delivery.
- Identify funding opportunities, prepare grant applications and assist with the management and reporting of successful grants.
- Coordinate and follow up maintenance requests to ensure the service remains safe, compliant and well maintained.
- Assist with maintaining a clean, hygienic and safe environment by supporting daily, weekly and monthly operational responsibilities.
- Identify opportunities to improve operational systems, procedures and service delivery, assisting with the implementation of continuous improvement initiatives.
- Maintain a safe, welcoming and inclusive environment for children, families, educators, visitors and the wider community.

Governance

- Promote and uphold child safe practices in accordance with the National Principles for Child Safe Organisations, mandatory reporting obligations and the service's Child Protection Policy.
- Monitor and support ongoing compliance with the Education and Care Services National Law, National Regulations, National Quality Standard, approved learning frameworks, service policies and procedures.
- Actively contribute to the implementation, monitoring and continuous review of the Quality Improvement Plan (QIP), promoting a culture of continuous improvement.
- Conduct regular audits of educational programs, children's documentation, learning environments, compliance requirements and operational practices, implementing corrective actions where required.
- Support the effective management of incidents, complaints, hazards, risks and child protection matters, ensuring documentation, investigations, follow-up and corrective actions are completed in accordance with legislative and organisational requirements.
- Immediately escalate notifiable incidents, child protection concerns and regulatory matters to the Director and assist with legislative notifications where delegated.
- Ensure medication is administered in accordance with legislative requirements, service policy and appropriate record-keeping procedures.
- Maintain confidentiality and demonstrate professionalism in accordance with legislation, ethical practice and service policies.

Leadership

- Support the Director in the day-to-day leadership and operational management of the service.



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- Provide educational leadership by coaching, mentoring and supporting educators to implement the approved learning framework, reflective practice and high-quality educational programs.
- Observe educator practice and children's experiences, providing constructive feedback, professional conversations and mentoring to build educator capability and consistency.
- Support educator professional development through coaching, mentoring, training and modelling best practice.
- Coordinate and support staff meetings, including agenda preparation, minute taking, action tracking and follow-up to ensure effective communication and accountability.
- Actively contribute to a positive, collaborative team culture that promotes accountability, professionalism and high-quality outcomes for children and families.

Programming

- Provide practical support within learning environments to maintain educator-to-child ratios, respond to operational needs and model high-quality practice.
- Support educators to observe, assess and document children's learning, ensuring documentation informs planning and demonstrates each child's progress and development.
- Establish systems that promote continuity of learning and consistent educational practice across all learning environments.

Perform any other duties as directed by the Director, Curry Kids Early Learning Centre.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Ability to interact with children and families in a positive, sensitive, and respectful manner.
- Ability to develop and demonstrate positive behaviour strategies and support children's learning of the same.
- Ability to work with other team members in the inclusion, support, and care of all children.
- Excellent knowledge of current early childhood best practice.
- Excellent knowledge of the Early Years Learning Framework {version 2.0, 2023}.
- Excellent knowledge of National Quality Framework (NQF) principles.
- Excellent knowledge of Licensing Regulations under the relevant Act.
- Excellent knowledge of child health and safety including safe environments, nutritional requirements, infectious diseases, and infection control.
- Ability to cope effectively in an emergency or stressful situation.
- Excellent leadership skills.
- Effective interpersonal and verbal and written communication skills.
- Effective consultative, interpersonal, and supervisory skills.
- Effective time management skills.

KEY SELECTION CRITERIA

- Substantial experience as a Senior Educator or in a similar role
- Experience managing teams (desirable)
- Significant experience with Microsoft Office Suite, and general computer skills.
- Exceptional interpersonal and communication skills along with an optimistic attitude to work.
- Exceptional organisational skills to be able to work efficiently and in a systematic manner.
- Self-motivated individual, who is able to take ownership of the role and be able to complete projects and tasks with minimal assistance.



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QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Applicants must have/be eligible to obtain a Blue Card for child-related employment prior to commencement.
- Current Police Clearance
- Current unrestricted Drivers Licence
- Current First Aid Qualification in accordance with ACECQA guidelines
- Diploma-level early childhood qualification

Desirable:

- Bachelor of Early Childhood

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date