

**Portside Christian College**

**Full Time | 7 Weeks Leave | Christ-Centred Early Years Program**

**A new centre. A nurturing community. A chance to lead with purpose.**

Are you a passionate Diploma trained early childhood educator with a heart for Christian education?

Portside Christian College's purpose-built Early Learning Centre is a vibrant, Reggio Emilia inspired space designed to support wonder, discovery, and belonging. With beautifully curated indoor and outdoor environments, the centre is a place where children thrive—and where educators feel supported and valued.

We are a **faith-driven team**, committed to providing Christ-centred early learning that is inclusive, relational, and responsive to every child's needs. Our team culture is **warm and generous**, and we're looking for an **Assistant Director** who can lead with care, confidence and collaboration.

You'll work closely with the Director and Education Leader to support staff, uphold compliance, and contribute to both the educational and operational running of the centre. This is a fantastic opportunity for someone who is passionate about inclusion, loves mentoring others, and is ready to make a lasting impact through faith-led leadership.

**Why Join Portside?**

- A brand-new, architecturally designed centre built for play, calm, and connection
- A deeply supportive, Christ-centred team culture
- Up to 7 weeks of leave
- Ongoing training, mentoring, and a College-wide focus on wellbeing
- A purposeful and welcoming workplace where faith and education come together

**Your Role Will Include:**

- Supporting the Director in day-to-day operations and team development
- Mentoring and observing educators to foster professional growth
- Overseeing rosters, onboarding, enrolments, and inclusion-related admin
- Supporting compliance across WHS and College policies
- Working alongside Allied Health professionals to implement inclusive practices
- Collaborating closely with the Education Leader on pedagogy and curriculum
- Contributing to classroom teaching part-time to remain embedded in practice

## Position Description

<b>Position title</b>	Assistant Director of Early Learning Centre
<b>Position number</b>	PCS02
<b>Agreement</b>	<a href="#">Portside Christian College Enterprise Agreement (2025)</a>
<b>Award</b>	<a href="#">Educational Services (Schools) General Staff Award 2020</a>
<b>Level</b>	General Level 6
<b>FTE</b>	1.0 FTE
<b>Reports to</b>	ELC Director
<b>Direct reports</b>	ELC Administrator
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>• Have an understanding of and commitment to the College Vision, Purpose, Values and Statement of Faith</li> <li>• Act in accordance with the College Handbook (Staff), Staff Code of Conduct and Staff Device Agreement, as well as all other College policies and procedures</li> <li>• Develop and maintain collaborative relationships with staff, students and parents</li> <li>• Actively contribute to the Christian life of the College community</li> <li>• Attend meetings, functions and extra-curricular activities as required</li> <li>• Participate in the College's ongoing Professional Learning opportunities</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support the ELC Director to provide a quality Reggio inspired early childhood program from a biblical perspective in line with the requirements of the National Quality Standards (NQS)</li> <li>• Work cooperatively with staff, families and allied professionals to provide a safe, nurturing and stimulating environment for children attending the service</li> <li>• Create and manage staffing rosters, oversee onboarding of new staff, oversee inclusion (Allied Health) and transition, support enrolment interviews and undertake other administrative duties as required</li> <li>• Manage the inclusion support of children including funding, liaise with Allied Health providers and support implementation of strategies</li> <li>• Oversee the implementation of policies and procedures, including oversight of Work Health and Safety</li> </ul>

	<ul style="list-style-type: none"> <li>Responsible Person for the Holiday Program</li> </ul>
<b>Desired qualifications of successful candidate</b>	<ul style="list-style-type: none"> <li>A diploma level qualification with relevant work experience</li> <li>South Australian Government Working with Children Check.</li> <li>Current Senior First Aid qualification HLTAID012 (including Anaphylaxis and Asthma training)</li> <li>Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Training</li> </ul>
<b>Desired skills and abilities of successful candidate</b>	<ul style="list-style-type: none"> <li>Able to supervise and delegate duties to colleagues, students and volunteers</li> <li>Excellent verbal and written communication skills</li> <li>Ability to develop and maintain collaborative relationships with students, staff and parents</li> <li>Effective time management skills and ability to coordinate responsibilities to enable smooth and efficient running of the program</li> <li>Ability to be innovative, enthusiastic and self-motivated</li> <li>Proficiency in digital technology</li> <li>Ability to manage the demands of the position including administration and professional responsibilities</li> </ul>
<b>Applications are to include</b>	<ul style="list-style-type: none"> <li>Cover letter, maximum 1 page</li> <li>Written response to the above criteria, maximum 500 words</li> <li>Curriculum Vitae outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information</li> <li>Completion of the <i>Portside Christian College Application for Employment – Non-Teaching</i>, which does include information on your connection to faith, available on our website at <a href="https://www.portside.sa.edu.au/careers">https://www.portside.sa.edu.au/careers</a></li> </ul>
<b>Application deadline and details</b>	<p>To apply, please submit your resume and a cover letter outlining your suitability for the role. <b>Applications will be reviewed and shortlisted as they are received.</b></p> <p>Apply now at <a href="mailto:application@portside.sa.edu.au">application@portside.sa.edu.au</a> or call 08 8341 5133 to speak to our Operations Manager, Kerry Branton for a confidential conversation.</p>