

Working at **PORTSIDE CHRISTIAN COLLEGE**

Portside Christian College is a non-denominational Christian college based in the Western suburbs of Adelaide that caters for students from Foundation to Year 12, with an Early Learning Centre and Trade Training Centre onsite.

We offer professional, rewarding and supportive teaching environment and create outstanding opportunities for professional learning and career progression. If you are committed to high quality teaching and learning, enjoy a challenge, and want to work alongside other professionals dedicated to quality outcomes for learners, then please apply.

Our Philosophy

At Portside Christian College Early Learning Centre, we uphold our College vision:

Equipping for life

We believe heart, head and hands bring connection.

OUR HEART, OUR BELONGING... EVERY PERSON MATTERS EVERYDAY – Proverbs 4:23

- We hear every child and family's heart
- We listen with our eyes and our ears
- We value and create trust and safety
- We authentically practise kindness, agency, respect and responsiveness
- We nurture relationships so all can flourish

OUR HEAD, OUR BEING... EVERY PERSON IS UNIQUE – Philippians 4:8-9

- We embrace diversity
- We celebrate culture
- We are curious
- We are strong and flexible
- We value and respect our God-given gifts

OUR HANDS, OUR BECOMING... EVERY PERSON IS AN AGENT FOR CHANGE – Ephesians 2:10

- We learn best through play
- We learn through our connections with nature
- We are caretakers of God's creation
- We are ambassadors for sustainability
- We are responsible risk-takers
- We are always learning



Learn more about us at www.portside.sa.edu.au

Position Description	
Position title	Assistant Director of Early Learning Centre
Position number	PCS02
Agreement	Portside Christian College Enterprise Agreement (2021)
Award	Educational Services (Schools) General Staff Award 2020
Level	General Level 6
FTE	1.0 FTE
Reports to	College Principal and delegate: ELC Director
Direct reports	ELC Administrator
General responsibilities	<ul style="list-style-type: none"> • Have an understanding of and commitment to the College Vision, Purpose, Values and Statement of Faith • 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 • Develop and maintain collaborative relationships with staff, students and parents • Actively contribute to the Christian life of the College community • Attend meetings, functions and extra-curricular activities as required • Participate in the College’s ongoing Professional Learning opportunities
Role and responsibilities	<ul style="list-style-type: none"> • 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) • Work cooperatively with staff, families and allied professionals to provide a safe, nurturing and stimulating environment for children attending the service • 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 • Manage the inclusion support of children including funding, liaise with Allied Health providers and support implementation of strategies • Oversee the implementation of policies and procedures, including oversight of Work Health and Safety • Responsible Person for the Holiday Program
Desired qualifications of successful candidate	<ul style="list-style-type: none"> • A diploma level qualification with relevant work experience

	<ul style="list-style-type: none"> • South Australian Government Working with Children Check. • Current Senior First Aid qualification HLTAID012 (including Anaphylaxis and Asthma training) • Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Training
<p>Desired skills and abilities of successful candidate</p>	<ul style="list-style-type: none"> • Able to supervise and delegate duties to colleagues, students and volunteers • Excellent verbal and written communication skills • Ability to develop and maintain collaborative relationships with students, staff and parents • Effective time management skills and ability to coordinate responsibilities to enable smooth and efficient running of the program • Ability to be innovative, enthusiastic and self-motivated • Proficiency in digital technology • Ability to manage the demands of the position including administration and professional responsibilities
<p>Applications are to include</p>	<ul style="list-style-type: none"> • Cover letter, maximum 1 page • Written response to the above criteria, maximum 500 words • Curriculum Vitae outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information • Completion of the <i>Portside Christian College Application for Employment – Non-Teaching</i> available on our website at www.portside.sa.edu.au under the Our College – Careers heading
<p>Application deadline and details</p>	<p>Applications are to be received by 4pm Wednesday 5 March 2025.</p> <p>Applications should be addressed to: Mrs Belinda Elsegood, Human Resources, Portside Christian College Email: application@portside.sa.edu.au</p>