



**St Paul's Catholic Primary School Darwin
Early Learning Centre**

FULL-TIME ASSISTANT DIRECTOR (ELC and OSHC)

**St Paul's ELC is licensed for 33 children
St Paul's OSHC is licensed for 75 children**

St Paul's Early Learning Centre (ELC) is an inclusive learning community that caters for children from 3-5 years with a preschool program with a qualified preschool teacher. There is a strong focus on learning through play and the holistic development of each child. Our Out of School Hours Care (OSHC) is for after-school and Vacation Care. St Paul's is a place where children learn in faith and love and where we celebrate diversity. We are seeking a motivated and experienced leader to be the Assistant Director of our ELC and OSHC

Essential Criteria

- Diploma in Early Childhood Education and hold current Working With Children (Ochre) Card with demonstrated leadership experience in an early years setting.
- Understanding the compliance requirements based on Education and Care Services National Law Act 2010 and the Education and Care Service National Regulations including a working knowledge of the Early Years Learning Framework (EYLF), My Time Our Place Framework (MTOP) and the National Quality Standards.
- Work collaboratively with the Principal in the implementation and evaluation of quality programs for each child that is based on the children's strengths and interests.
- Lead a stimulating environment that meets the social, cultural, educational and physical needs of the children.
- Communicate effectively with children, parents and staff including encouraging parental participation.

Desirable Criteria:

- Hold a current First Aid Certificate, Fire Awareness Certificate, Mandatory Reporting, Anaphylaxis Training and Asthma Awareness Training.

Start date to be negotiated depending on availability.

Salary will be based on experience and qualifications.

Application Letter addressing the above criteria and enclosing a current resume with three referees to be submitted to:

The Principal

St Paul's Catholic Primary School

PO Box 40344

Casuarina NT 0811

Phone: (08) 8985 1911

Email: admin.stpauls@nt.catholic.edu.au

Closing date Friday March 15th, 2019

