



PRESCHOOL DIRECTORS ASSOCIATION OF SOUTH AUSTRALIA

Title of Position	President, South Australian Preschool Directors Association of South Australia Inc. (PDA)
Classification :	Salary (DfE) Preschool Director Band A3 FTE
Type of Appointment:	Secondment
Duration of Tenure:	2 years (with potentially a further 2 x 2-year appointment)
Commencement:	After 11th of March
Reports To:	Preschool Directors Association Committee

JOB SPECIFICATION

Summary of the broad purpose of the position in relation to the Association's goals

The Preschool Directors Association of South Australia's purpose is to advocate for quality preschool leadership and influence the provision of preschool education in South Australia. The Association has strategic directions to focus its work.

The objects of the Association are to:

- 1.1 Work and advocate for quality early childhood education.
- 1.2 Provide advocacy and support for Preschool Directors in the performance of their duties
- 1.3 Work in cooperation with officers of the South Australian Government department responsible for early childhood education to support and advocate for early childhood leaders in their role.
- 1.4 Assist in the professional development of early childhood professionals through the organisation of conferences, seminars, and other professional activities.
- 1.5 Establish and maintain close links with early childhood leaders and professional associations.
- 1.6 Support research in early childhood education; and mentor and support aspiring early childhood leadership.

The President of the South Australian Preschool Directors Association Inc. (PDA) provides leadership that ensures the effective functioning of PDA. The President is accountable to the PDA Committee and members.

The President:

- Advocates for and supports preschool leadership to ensure that preschool leaders can provide high quality outcomes for children
- Advocates for young children 's learning, development, and wellbeing
- Supports a child centered philosophy and progressive thinking that is informed by early childhood research
- Supports the development of educational objectives and practice that reflects the ideas, ethics, attitudes, and culture of early childhood education.

Key Relationships/Interactions

Internal	External
PDA Committee	Minister for Education
PDA Members and Aspiring Preschool Leaders	Chief Executive, Department for Education
	Senior Executive Staff of DfE
	Key non-government partnership, service providers, Associations and stakeholders
	A range of relevant agencies and state working groups and advisory boards, as required.
	PDA Sponsors

Statement of Key Outcomes and Associated Activities

Growing, leading and managing the PDA's strategic and operational interests, including:

- Managing the growth of the organisation to increase its membership, support and influence in early childhood education in South Australia
- Supporting preschool directors and early childhood education leaders as a profession, particularly in the leadership of continuous improvement in preschool education and development of aspiring leaders
- Effectively advocating for public education and preschool leadership and use of networks to enhance community, state, and national understanding of the role of education in South Australia, including projecting a positive and independent image in support of Early Childhood Education
- Providing professional development and research to members including aspiring leaders, and evaluation of the professional development provided.
- Providing opportunity for members to participate in policy development and implementation that will have an impact on early childhood learning and operations
- Communicating with stakeholders, the department and the Minister on issues arising in the development and implementation of policy
- Contributing towards informed debate about the role of early childhood education and education leaders in South Australia
- Developing the PDA Strategic Plan in consultation with the PDA committee.
- Effective planning and running of PDA Committee meetings
- Sound management of the PDA budget and financial practices that meet audit requirement and fulfill contractual and administrative obligations with PDA Sponsors and the department

PERSON SPECIFICATION

Essential Requirements

- Early Childhood Educational Qualifications
- Teachers Registration
- Experience as a preschool director or experience in early childhood leadership.
- Eligibility to become a PDA Member.

Key Selection Criteria

- Sound understanding of the role and position of the preschool director across South Australia
- Demonstrated commitment to public preschool education and understanding of contemporary professional issues impacting the sector and PDA members
- Sound understanding and knowledge of current early childhood educational theory and practice, the National Quality Framework and relevant government policies
- Demonstrated skills in leading change and an understanding of change theory
- Demonstrated ability to liaise and work collaboratively with preschool directors and leaders in a highly effective manner and provide effective leadership to determine objectives, analyse and resolve issues.
- Sensitivity to issues and ability to maintain confidentiality
- High level ability to communicate effectively, in writing and verbally in a professional, confidential and a tactful manner
- Proven interpersonal skills in developing and maintaining networks and relationships with a range of stakeholders. .

PDA President Position Job Description.

- Ability to develop and maintain collegial, reciprocal relationship with key educational associations and groups (SAPPA, SASPA, ECA, EChO)
- Ability to facilitate opportunities to liaise and seek feedback from preschool Directors/Early Childhood Leaders in sites
- Proven negotiating and advocacy skills to achieve beneficial outcomes
- Ability to work within a budget.

CONDITIONS OF EMPLOYMENT

- The term of this position is for the period 8 July 2022 to 8 July 2024. There is potential for a further two x two-year terms with the maximum term for one person in the role being limited to six continuous years.
- The successful candidate if a current DfE employee will be required to take leave without pay from DfE for the duration of the term as PDA President. At the end of the term of this agreement, the person in the role of PDA President will be placed according to DfE *Placement Policies and Procedures*, applicable at the time. Whilst the role is a full-time equivalent (FTE) position, flexible working arrangements similar to those available for departmental employees are available to the President.
- This position will be under Public Service condition with 6 weeks annual leave.
- Out-of-hours work will be required from time to time
- Special superannuation conditions to be liaised with Super SA on an individual basis for the term of appointment. (Contact the PDA Office for further details.)
- Current Driver's License
- Current WWCC, RRHAN- EC
- Teachers Registration

SPECIAL CONDITIONS 6.1

- Departmental employees seeking to undertake employment as President of PDA should submit a VL 197 'Application for Special Leave' and VL 198 'Request for Approval to Work Outside the department', with the Department granting leave without pay (LWOP) for the entire period of other employment. LWOP will not break continuity of service with the Department.
- The Department shall ensure that substantive level employment is to be retained on return to the Department, with placement to be made in accordance the recruitment and selection policy in place at the relevant time.
- The service as President of PDA shall be recognised on return to the Department as being effective service for the purposes of long service leave and retention leave accrual.
- Any Departmental leave accessed during the period of the President of PDA shall be paid at the Leadership Band A-3 remuneration level.
- PDA shall provide employment conditions which include leave entitlements (sick leave, annual leave) in line with industrial requirements, and that the President of PDA access these entitlements where practicable prior to making an application to the Department to access accrued entitlements. The preference for PDA entitlements to be accessed ahead of seeking to access Departmental entitlements is due to the practical operational considerations that arise whereby a President's LWOP will need to be 'paused' then reinstated each time they wish to access paid departmental leave entitlements. It would therefore only be practical to facilitate this where there is a genuine need to access departmental leave.
- The President of PDA can, on application, break their period of LWOP in order to access accrued long service leave or retention leave, or to access accrued sick leave where sick leave credits available through their employment with PDA are not sufficient to meet needs
- If at the end of a President's tenure the Department is to recognise and take on liability for any unused sick leave entitlements accrued by the President under their employment with PDA, the appropriate funds to compensate for this liability should be paid by PDA to the Department.
- PDA will be responsible for paying superannuation, workers compensation liabilities and payroll tax on all salary paid by PDA to the President, and for any indemnity insurance required to be held by the President.
- The President will have access to the Department for Education's staff Employee Assistance Program (EAP) under the same terms as staff and manager access.