

Position Description

Leader, Parent Resources

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

As a member of the Early Years Curriculum and Learning directorate, the Leader, Parent Resources provides strategic leadership to enhance parent and family engagement in children’s learning across early years contexts. The role promotes quality learning experiences for children through:

- Leading the development, implementation and continuous improvement of parent-facing resources that support and learning through everyday interactions.
- Designing and facilitating engagement and co-design processes with families and communities to ensure resources are relevant, inclusive and responsive to diverse needs.
- Working collaboratively across the department to embed consistent, evidence-informed approaches to parent engagement and resource development.
- Overseeing the development and evolution of accessible platforms and strategies that connect families with high-quality learning supports.

Position title	Leader, Parent Resources
Classification	STL3
Division	Curriculum and Learning
Directorate	Early Years Curriculum and Learning
Location	Education Support Hub, 8 Milner Street, Hindmarsh 5007
Reports to	Director, Early Years Curriculum and Learning
Direct reports	Nil
Role description date	May 2026

What you will do (key outcomes)

1. Lead the strategic and operational design, development and delivery of parent resources aligned to departmental priorities, the Early Years Learning Framework and the South Australian Curriculum for Public Education.
2. Oversee and influence statewide parent and community engagement strategies, evaluation and continuous improvement to inform resource design.
3. Develop and implement strong project management practices to ensure the highest standard of parent engagement and resources.
4. Lead the design and delivery of accessible, contemporary platforms and channels to effectively reach and engage families across the state.
5. Ensure all resources and approaches reflect culturally responsive and inclusive practices, with particular attention to Aboriginal families and culturally and linguistically diverse communities.
6. Collaborate with internal teams and external partners to support the development and implementation of effective communication and engagement strategies that promote awareness and uptake of resources.
7. Provide high-level, strategic advice to inform future directions, including the expansion and continuous improvement of parent engagement and resource initiatives.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- Demonstrated capacity to lead and deliver complex initiatives, manage competing priorities, and achieve outcomes within agreed timeframes, both autonomously and collaboratively across teams and directorates.
- Evidence of ability to engage, influence and collaborate with a broad range of stakeholders, including families, educators, community organisations, government and non-government agencies.

- Demonstrated ability to identify issues, assess risks and implement effective, evidence-informed solutions aligned to strategic priorities and policy directions.
- Evidence of highly developed written and verbal communication skills, including the ability to translate evidence and policy into clear, practical and accessible information for diverse audiences, supported by strong digital literacy and the ability to develop and deliver online engagement resources.
- Demonstrated understanding of, and commitment to, culturally responsive practice, including experience working with Aboriginal communities and culturally diverse groups.
- Evidence of sound knowledge of early years learning, including literacy and numeracy development, and the ability to guide the development of evidence-informed resources.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)

- Early Years Curriculum and Learning directorate staff
- Directors, Assistant Directors and staff across the Curriculum and Learning division
- Executives, leaders and staff within the department, including the offices of the Chief Executive and Minister
- Senior staff across government agencies, statutory authorities and non-government organisations, including the offices of the Premier and Governor
- External stakeholders, partners, research bodies and peak associations.

Eligibility

Applicants must be either currently registered or able to be registered to teach in South Australia. If not permanent with the Education Department, applicants must meet the department's minimum employment requirements before taking up an appointment.

Minimum departmental employment requirements for teachers include recognised teaching qualifications and registration as a teacher in South Australia and, in addition, for all applicants who are not permanent with the department will include an active on-line application in the Employable Teacher Register (ETR), a cleared Education Department Employment Declaration, Australian residency or current work permit, Reporting Abuse and Neglect training (previously known as Mandatory Notification), and an approved First Aid Certificate.


At the conclusion of a term of appointment:

- permanent Education Department employees will be placed according to the terms of their substantive appointment and the policies in operation at the time
- employees originally from other public sector organisations with a right of return, will be managed according to the provisions of the Public Sector Act 2009 (SA) and any applicable public sector determination or policies



- applicants who are not permanent employees of the department do not hold placement rights with the Department for Education at the conclusion of the appointment.

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's licence and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals

Assessed by: Ashleigh Gepp, Advisor, P&C		Approved by: Kate Ryan, Director, Early Years Curriculum and Learning	
Date: May, 2026		Date: May, 2026	