

Position Description

Parent Resources Development Partner

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 Parent Resources Development Partner provides strategic expertise and professional leadership in the design, development and continuous improvement of high-quality parent-facing resources that strengthen family engagement in children's learning across early years contexts. Reporting to the Director, Early Years, the Partner contributes specialist knowledge and advice to ensure resources are accessible, inclusive and evidence-informed, and are developed through co-design with families and collaboration with stakeholders across the education system.

The Parent Resources Development Partner works collaboratively across the directorate and broader departmental teams to influence consistent and effective approaches to parent engagement, resource development and communication, while identifying opportunities to strengthen quality, practice and impact across the system.

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

What you will do (key outcomes)

1. Lead the development, ongoing review and enhancement of state-wide, evidence-informed literacy and numeracy resources that empower families to recognise, foster, and extend children's learning through everyday interactions. Ensure all resources are strategically aligned with departmental priorities, contemporary research, and relevant curriculum frameworks, and that they reflect best practice in early years learning and family engagement.
2. Engage and collaborate with parents, caregivers, educators, community groups and Aboriginal organisations by leading and facilitating robust consultation and co-design processes. Guide the strategic development, ongoing refinement and effective evaluation of resources and digital platforms, ensuring that the voices of all stakeholders' shape resource quality, accessibility and system-wide impact.
3. Provide strategic leadership in the design, development and continuous improvement of the family resource platform. Ensure that all content is engaging, user-friendly, accessible and responsive to the diverse needs of the community, setting high standards for quality and innovation in resource delivery.
4. Drive culturally responsive and inclusive practice in all aspects of resource development, particularly addressing the strengths and needs of Aboriginal families, culturally and linguistically diverse communities, and families in rural or remote contexts.
5. Monitor and interpret emergent trends, research and user data to identify strategic opportunities for innovation, future content development and system improvement.
6. Contribute to evaluation and reporting of source impact and project outcomes. Gather and analyse evidence on resource effectiveness, user engagement and overall impact to provide robust, evidence-based recommendations that drive continuous improvement and inform future project directions and departmental initiatives.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Project Delivery and Resource Development:** Demonstrated ability to contribute to the delivery of complex projects and resource development initiatives, managing competing priorities and working collaboratively to achieve high-quality outcomes within agreed timeframes including using data and feedback to inform decision-making, continuous improvement and future planning.

- **Stakeholder Engagement and Communication:** Proven capacity to facilitate consultation and co-design processes and translate research, policy and curriculum concepts into clear, practical and accessible resources and communications for diverse audiences.
- **Cultural Responsiveness and Inclusion:** Demonstrated expertise in leading the development of resources and strategies that authentically reflect and respect the strengths, experiences and needs of Aboriginal families, culturally and linguistically diverse communities, rural and remote families, and those from a wide range of educational backgrounds. Applies culturally respectful approaches and inclusive language and imagery to ensure accessible and equitable engagement at a system-wide level.
- **Analysis, Innovation and Continuous Improvement:** Demonstrated ability to analyse evidence, stakeholder feedback, user needs and emerging priorities to identify opportunities for innovation and continuous improvement. Experience contributing to the development of practical, evidence-informed solutions that enhance resource quality, user engagement, accessibility and platform effectiveness.
- **Evaluation and Risk Management:** Demonstrated ability to identify, assess and manage risks, and contribute to evaluation activities that measure resource effectiveness, user engagement and project outcomes.
- **Early Childhood Literacy and Numeracy Knowledge:** Demonstrated knowledge of early childhood development, including literacy, numeracy and language development, and the ability to apply contemporary research and evidence-based practice to the design, development and review of parent-facing resources. Understanding of how literacy and numeracy learning can be fostered through everyday interactions, play and family engagement.
- **Work Health, Safety and Inclusion:** Demonstrated commitment to creating and maintaining a safe, respectful and inclusive workplace, including knowledge of and compliance with Work Health and Safety, Equal Opportunity and diversity and inclusion.

Who you will work with (key relationships)

Internal working relationships:

- Director, Early Years, Curriculum
- Leader, Parent Resources Early Years
- Curriculum and Learning Division staff

External working relationships:

- SA Aboriginal Organisations
- SA Multicultural and Culturally Diverse Organisations
- Organisations supporting rural and remote communities
- Office for Early Childhood Development
- SA Cultural Institutions

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: Valentina Lopez, People and Culture Advisor		Approved by: Kate Ryan, Director Early Years Curriculum & Learning	
Date: July, 2026		Date: July, 2026	