

Position Description

<i>Position:</i>	Early Learning Centre (ELC) Director
<i>Reporting to:</i>	Principal
<i>Type of Position:</i>	Full-time (contract)
<i>Review Date:</i>	June 2021

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

The Early Learning Centre (ELC) Director is to promote the purposes, mission and ethos of the College through quality Christian teaching and learning programs in the Early Learning Centre, and the modelling of appropriate standards of behaviour.

The ELC Director role incorporates both teaching and administration responsibilities, comprising four days teaching and one day of administration per week. The ELC Director is a member of the College Senior Leadership Team.

Main Functions and Responsibilities:

Educational

The ELC Director is expected to:

- Create and teach a comprehensive, quality early learning educational program in keeping with the Christian purposes of the College.
- Lead and develop a positive and effective teaching and learning environment that promotes each child's development.
- Provide a caring, healthy and safe environment for children in which the educational, physical, emotional, social and spiritual development of each child is nurtured.
- Foster strong and effective partnerships with parents, ensuring that appropriate documentation and feedback is shared on a regular and consistent basis.
- Develop programs and provide support for children with additional needs in consultation with the Head of Learning Support.
- In partnership with other teaching staff, participate in developing high quality curriculum with a Christian worldview perspective.
- Undertake an annual Teacher performance and development process; setting goals for refining practice and submitting for review by the Principal/Deputy Principal.
- Other tasks as directed by the Principal in accordance with operational requirements.

Administrative

The ELC Director is expected to:

- Perform the administrative duties required to fulfil the requirements of the National Quality Frameworks, ACECQA and DEECD.
- Maintain the ELC's National Quality Standard (NQS) 'Exceeding NQS' status as a quality provider of early childhood education.
- Implement the College's policies and practices, including overseeing, implementing and updating, as required, the ELC Policies and Procedures Manual.
- Be familiar with the Staff Handbook and comply with its contents.
- Contact the Daily Organiser prior to 7:00am if unable to perform teaching duties.
- Assist with community events such as Open Days, Information Evenings and Transition programs as required.
- Undertake identified professional development in consultation with the Principal.
- Attend, contribute and present when required at staff meetings, including Staff Work Days, and daily briefings/times of devotion.
- Seek prior approval (48 hours) from the Principal if needing to be absent from any of the above.
- Contribute to the work of College committees or learning teams charged with areas of supervision and development of the College, being a member of a committee or team where appropriate.
- Work alongside the College Finance Manager to ensure the mandated registration of the ELC and its students.

Leadership

The ELC Director is expected to:

- Perform the role of the 'nominated supervisor' of the ELC in supporting and overseeing all ELC staff.
- Conduct regular team meetings with ELC staff with respect to student support and progress, curriculum and ELC operational matters.
- Conduct annual performance reviews of all other ELC staff.
- Take responsibility for currency of compliance requirements pertaining to the ELC.

Financial

The ELC Director is expected to:

- In collaboration with the Business Manager, develop and operate the ELC within the set budget.
- With reference to the ELC budget, select and purchase appropriate educational resources for the use of students and staff in the ELC.
- Exercise Christian standards of stewardship in the management and care of physical College resources.
- Report all identified and known OHS hazards, incidents and concerns with the College Help Desk/OHS Committee.
- Keep alert to new funding sources, such as grants, and then assist in grant applications, in consultation with the Principal/Business Manager.

Person Specification:

- Be an active member of the Christian church.
- Have a well-developed understanding of the purposes of Christian education and commitment to the mission and philosophy of the College and its ELC.
- Demonstrated experience in the education and care of children aged 3 - 5.
- Demonstrated experience of directing a quality Kindergarten/ELC service (preferred).
- A working knowledge of laws applicable to the ELC including but not limited to: National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.
- Be a 'fit and proper person' and meet the prescribed minimum requirements for qualifications, experience and management capability under the applicable laws and as required by the Regulatory Authority.
- Have an attitude of a servant leader.
- Strong digital literacy in support of record keeping and documentation requirements.
- A high standard of personal presentation and integrity.
- Well-developed interpersonal and communication skills with both children and adults.

Required Qualifications/Training:

- Bachelor of Early Childhood Education (or appropriate equivalent)
- Current VIT registration (ECT status - Early Childhood Teacher Division 3A)
- Child Protection Training
- Level II First Aid training
- Anaphylaxis and Asthma Training

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Principal; it is subject to annual review.