



**DIRECTOR ELC**

**JOB & PERSON SPECIFICATION**

**AUGUST 2021**



## Position Description

<b>Position Title</b>	<b>Director of the Early Learning Centre (ELC)</b>
<b>Employment Type</b>	Permanent Full time – 5 year contract
<b>Reports to</b>	Head of Junior School

### Purpose of Position

The Early Learning Centre Director has the responsibility to coordinate and oversee the educational outcomes and operations of the Early Learning Centre (ELC) at Investigator College. In particular, and in conjunction with the Head of Junior School, will be responsible for the pastoral care, administration and development of curriculum in the ELC.

The ELC Director is responsible for leading the vision for the Early Years Program and supporting staff to implement this vision. The Director will have an excellent understanding of the Early Years Learning Framework (EYLF). Day-to-day management of the service and ensuring compliance with all licensing, statutory and quality assurance issues is key in this role.

POSITION RESPONSIBILITIES & KEY ACCOUNTABILITIES
<p><u>Educational Leadership</u></p> <ul style="list-style-type: none"> <li>• Educational leadership in Reggio Emilia and the Early Learning Framework</li> <li>• Continual focus on improving the quality of teaching and learning in the Early Years</li> <li>• Provide quality care in accordance with the Education and Care Services National Regulations</li> <li>• Ensure educational programs are based on the developmental needs, interests, experiences and wellbeing of each child.</li> <li>• Ensure adequate pastoral care and behaviour management is provided to ensure good relationships are developed and maintained and all children and colleagues are protected from physical, social, emotional and intellectual harm</li> <li>• Ensure children are adequately supervised and are protected from harms and hazards</li> </ul> <p><u>People Leadership</u></p> <ul style="list-style-type: none"> <li>• As line manager for all ELC staff, lead the ELC team to high performance</li> <li>• Liaise with the Head of Junior School to facilitate staffing, recruitment, induction and staff reviews, contributing to the ongoing development of a dynamic and supportive team.</li> <li>• Develop staff rosters</li> <li>• Lead ELC staff to evaluate the effectiveness of learning and teaching programs differentiated for the specific learning needs of students across the full range of abilities</li> <li>• Exhibit exemplary practice and lead ELC staff to plan, implement and review the effectiveness of their learning programs to develop students' knowledge, understanding and skills</li> <li>• Work with ELC staff to review, modify and expand their repertoire of teaching strategies to enable students to use knowledge, skills, problem solving and critical and creative thinking</li> </ul>

- Demonstrate and lead by example the development of productive and inclusive learning environments across the College by reviewing inclusive strategies and exploring new approaches to engage and support all students
- Lead and implement behaviour management initiatives to assist colleagues to broaden their range of strategies
- Evaluate the effectiveness of student well-being policies and safe working practices using current College and/or system, curriculum and legislative requirements and lead ELC to update practices as required
- Model exemplary practice and initiate programs to support ELC staff in applying a range of timely, effective and appropriate feedback strategies
- Evaluate and revise reporting and accountability mechanisms in the College to meet the needs of students, parents/caregivers and colleagues
- Initiate collaborative relationships to expand professional learning opportunities, engage in research, and provide quality opportunities and placements for pre-service teachers
- Implement professional dialogue within the College that is informed by feedback, analysis of current research and practice to improve the educational outcomes of students
- Advocate, participate in and lead strategies to support high quality professional learning opportunities for colleagues that focus on improved student learning
- Initiate, develop and implement relevant policies and processes to support ELC compliance with and understanding of existing and new legislative, administrative, organisational and professional responsibilities
- Take a leadership role in professional and community networks and support the involvement of ELC staff in external learning opportunities.
- Liaise with the College's Reception teachers in regards to transition of children, class placements and information dissemination

#### Operational Leadership

- Promotion of the ELC as the beginning of the Investigator journey to prospective parents and the wider community through tours and interviews
- Introduce and/or identify strategies to attract new and sustain current enrolments in the ELC
- Liaise with the Business Manager to effectively manage the budget and resources for the ELC
- Primary oversight for the ELC billing system (Xplor)
- Manage State grant funding submissions such as Universal access and investigate other funding opportunities that may be available to the ELC
- Ensure the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role
- Lead initiatives to assist colleagues with opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages
- Initiate contextually relevant processes that involve parents/caregivers in the education of their children and broader College priorities and activities.
- Identify, initiate and build on opportunities that engage parents/caregivers in both the progress of their children's learning and in the educational priorities of the College
- Facilitate interviews and orientation visits for all ELC families and children prior to their commencement in the Centre

- Ensure all staff, parent and student publications are sent out appropriately in a timely, informative and professional manner
- Update staff, parent, student publications, staff handbook in a timely and effective manner
- Maintain, implement and review the recommendations from the ELC Quality Improvement Plan
- Assume the role of Nominated Supervisor for the ELC
- Liaise with external agencies and specialist support to identify and support children who may be 'at risk' or require intervention
- Coordinate ELC events, for example parent information evenings and children's health checks, in collaboration with other College staff
- Lead and organise the Reception Transition process
- Other duties as determined by the Head of Junior School

<b>WORKING RELATIONSHIPS</b>	
<b>Internal</b> ELC Team Business Services Team Families and students	<b>External</b> Specialist support – Gowrie SA, Speech Pathologist, O.T, Physiotherapists. Government Departments – Education Standards Board, Department for Child Protection, PRODA

<b>PERSON SPECIFICATIONS</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications</li> <li>• Registered teacher status or equivalent</li> <li>• Current mandatory qualifications</li> <li>• First Aid Qualifications relating to working in an Early Years Setting</li> </ul>	<ul style="list-style-type: none"> <li>• Post Graduate, Masters or equivalent (or working towards this)</li> <li>• An appropriate Early Learning qualification from a tertiary institution recognised by the South Australian Teachers Registration Board</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in a Leadership position within an ELC;</li> <li>• Outstanding ability and experience in Early Childhood education</li> <li>• Outstanding knowledge of and proven skills in Early Childhood curriculum development, pastoral care and ELC operations</li> <li>• A strong understanding of current Early Childhood educational practices and policies</li> <li>• Demonstrated ability to lead a cohesive and effective team</li> <li>• Ability to communicate warmly and effectively with children, families and</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in mentoring and managing staff performance</li> <li>• Experience in effectively managing conflict and using effective problem-solving strategies when working with parents, staff and children.</li> </ul>

<p>other staff members in both written and oral forms</p> <ul style="list-style-type: none"> <li>• Strong organisational and time management skills, with an ability to prioritise and manage multiple tasks</li> <li>• Demonstrated ability to operate with the upmost integrity at all times</li> <li>• Proven ability to remain calm, positive, patient, supportive and approachable</li> </ul>	
<p><b>Skills &amp; Capabilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrated capabilities in developing effective working relationships with staff, students and parents;</li> <li>• Demonstrated effective leadership skills in planning and programming;</li> <li>• Demonstrated ability to present professionally and confidently in a public speaking capacity</li> <li>• Demonstrated ability to operate with the utmost integrity at all times</li> <li>• Demonstrated ability to work collaboratively</li> <li>• Demonstrated ability to manage one's own time and to demonstrate own initiative</li> <li>• Demonstrated ability as both a team leader and team member</li> <li>• Demonstrated understanding of the Early Years Learning Framework</li> <li>• Demonstrated knowledge of best practice change management processes;</li> <li>• Demonstrated ability to contribute to the life of a College in the Anglican tradition and an understanding of the ethos of Independent Schools.</li> </ul>	

## **CONDITIONS OF EMPLOYMENT**

### **About Us**

Investigator College is a world-class ELC to Year 12 Anglican College located at Victor Harbor on the South Coast of South Australia. Students are encouraged to become happy, successful and well-rounded citizens, working towards goals in alignment with the college motto, 'Your Best Self.' A proud member of the Positive Education Schools Association, our students and staff focus on character strengths, resiliency, gratitude and growth mindsets to ensure that both student and staff wellbeing is at the forefront, enabling optimum academic outcomes. Excellent manners and pro-social skills are hallmarks of an Investigator student with a strong emphasis on respect: of ourselves, of others, the environment and of animals.

Investigator College also boasts a 10-hectare waterfront Eco-Campus at beautiful Currency Creek and is known for its unique environmental and sustainability courses, in addition to agricultural science and a focus on 21<sup>st</sup> Century learning.

Everything we do is at Investigator is an investment in community, wellbeing and the future. Graduates are 'future ready' and poised to make a positive impact on the world.

**Our Values**

Providing the opportunity for you to be "YOUR BEST SELF" underpinned by the colleges core values:

- Aspiration
- Identify Opportunities
- Individuality
- Fostering unity
- Anglican Ethos
- Inclusion
- Transparency
- Accountability

**WHS**

Commit to protecting Work Health Safety and wellbeing for all staff, students and others by:

- Complying with policies and procedures
- Comply with reasonable instructions in relation to health and safety
- Take reasonable care of your own health and safety
- Report all hazards, near misses and incidents
- Complete relevant Work Health and Safety training

**Performance & Training**

- Participate in an annual review of performance in the role and review of this Position Description.
- Participate in relevant compliance and other work-related training and professional development as required

**Legal & Policy Requirements**

- Comply with all relevant policies and procedures.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and DHS/DCSI Working with Children Checks and National Criminal History Check
- Demonstrate commitment to the Investigator College Code of Conduct

**Special Conditions**

- Some out of hours work is required



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.