



DIRECTOR, EARLY LEARNING CENTRE

JOB & PERSON SPECIFICATION

AUGUST 2025



Director, Early Learning Centre

Position Description

Area of Employment	Woodcroft College Early Learning Centre
Status and Tenure	Full Time, Five Year Tenure
Position Reporting To	Principal

Position Objectives

The role of Director, Early Learning Centre has the responsibility for coordinating and overseeing the educational outcomes and operations of the Early Learning Centre.

Working with the Principal and Head of Junior School this role is responsible for the pastoral care, administration and development of curriculum in the Early Learning Centre and ensuring compliance with all relevant legislation whilst providing high quality care and education.

A sound understanding of the Early Years Learning Framework is required, as well as possessing qualifications, skills and experience appropriate to this position.

Leadership Pillars

At Woodcroft College, our leadership philosophy is anchored by five key pillars: Visionary, Authentic, Relational, Versatile, and Reflective. These pillars shape our leadership culture and practice at every level. We value leaders who are future focused and courageous in driving purposeful change, embrace humility, vulnerability and integrity, and build strong, compassionate relationships within our community.

Our leaders are adaptable, creative problem-solvers who respond effectively to changing needs, and they are committed to ongoing self-reflection and growth. By upholding these pillars, we foster a collaborative, resilient, and innovative environment where every member of our community is empowered to contribute to our shared vision.

Reporting and Working Relationships

The Director, Early Learning Centre reports to the Principal and is a member of the College Leadership Team (CLT).

PART A

Key Areas of Responsibilities

Leadership and Coordination

- Provide strategic oversight and coordination of the Centre's operations to ensure compliance with all relevant statutory, regulatory, and College standards.
- Foster an environment that supports high-quality programming aligned with the Early Years Learning Framework, National Quality Standards, and College priorities.

Operational Management





- Ensure the smooth day-to-day functioning of the Centre, maintaining a safe, healthy, and welcoming environment for children, families, and staff.
- Oversee staffing arrangements, including recruitment, supervision, absence cover and professional support, to deliver consistent and effective educational and care services.

Administrative Accountability

- Maintain rigorous administrative systems that comply with funding, licensing, and regulatory requirements.
- Oversee financial management within approved budgets and ensure accurate, confidential record-keeping for all operational aspects of the Centre.

Program Development and Evaluation

- Lead the planning, implementation, and ongoing evaluation of educational programs that respond to the diverse developmental needs of each child.
- Support educators in data-driven practice and collaborative curriculum delivery to foster meaningful learning experiences.

Stakeholder Engagement and Communication

- Build and maintain collaborative relationships with College leadership, staff, families, and external professionals to ensure continuity of care and learning.
- Promote clear, respectful, and timely communication with all stakeholders, reflecting the values and standards of the College.

Continuous Improvement

- Champion a culture of ongoing review and enhancement of Centre policies, practices, and systems.
- Encourage the adoption of best practices, including effective use of technology, to improve operational efficiency and educational outcomes.

Community and Values

- Support the College community by upholding its Christian values and contributing positively to team activities, meetings, and forums.
- Demonstrate professionalism and diplomacy in all interactions within and beyond the Centre.

Professional Growth and Responsibilities

- Engage actively in professional development and performance review processes.
- Exhibit adaptability to meet the evolving needs of the Centre, including flexibility in tasks and work schedules as required.
- Contribute to the ongoing development of a safe, dynamic, supportive learning environment.
- Support the strategic direction of the College.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.



PART B

Leadership

As strategic leaders in the College, members of the CLT will:

- Think creatively, innovatively and laterally.
- Contribute ideas and experience to the development of the College's strategic directions through regular participation in CLT meetings and other forums.
- Demonstrate interest and capacity in the innovation and implementation of programs.
- Effectively plan, implement and manage designated projects.

As staff leaders in the College, members of the CLT will:

- Foster a supportive and positive collegial and professional environment.
- Develop and enhance the capability of others.
- Support the wellbeing of members of their team, as a group and as individuals.
- Support, mentor and challenge members of their team in developing as professional practitioners.
- Promote and acknowledge the activities and achievements of members of their team.

To ensure the effective management of the College, members of the CLT will:

- Provide operational advice and expertise.
- Conduct their administrative duties efficiently and in a timely manner.
- Ensure comprehensive documentation of policy, processes and decisions.
- Contribute to the annual budget process, in conjunction with the Head of College and Business Director.

In line with the College's strategic commitment to professional learning, CLT members will:

- Demonstrate a commitment to ongoing professional learning.
- Participate in the College's professional learning program.
- Guide and support the professional learning and growth of their team members.
- Participate in the College's performance review and development process.
- Contribute to the performance review and development of colleagues and team members.

As professional members of the College, CLT members will:

- Communicate effectively with colleagues.
- Establish effective relationships with members of the College community.
- Respond to grievances in an open and positive manner.

As staff associated with Woodcroft College, CLT members will:

- Represent the College in a positive and professional manner.
- Promote the College to the wider community.
- Be active in a range of professional associations and represent the College in these associations.
- Support the College's links with other organisations and partners.

Probation/Performance Review and Development

The successful applicant will undergo a probationary period of six months during which time the Principal will conduct an appraisal.

- On successful completion of this appraisal, the permanency will be confirmed.
- All staff at Woodcroft College participate in a regular performance review and development program to support their professional learning and growth.



As the programs and activities of Woodcroft College are based upon strong Christian principles and traditions, the successful applicant should be supportive of and comfortable within such an educational environment.

PART C

Personal Specifications

Personal Skills and Abilities

- Demonstrated achievement, ability and experience in Early Childhood education.
- Outstanding knowledge of and proven skills in contemporary Early Childhood curriculum development, pastoral care and ELC operations.
- A strong understanding of current Early Childhood educational practices and policies.
- Highly developed leadership and management skills.
- Demonstrated ability to build a cohesive and effective team.
- Ability to communicate warmly and effectively with children, families and other staff members in both written and oral forms.
- Strong organisational and time management skills, with an ability to prioritise and manage multiple tasks.
- Demonstrated financial acumen and ability to plan and budget.
- Demonstrated ability to operate pastorally and with the upmost integrity at all times.
- Understanding of the Christian ethos as it applies in an educational setting and you must be willing to support the Christian ethos of the College.

Desirable Experience

- Understanding of the philosophy and practice of Reggio Emilia.

Performance Review and Development

- All staff at Woodcroft College participate in a regular performance review and development program to support their professional learning and growth.
- As the programs and activities of Woodcroft College are based on strong Christian principles and traditions, all staff should be supportive of and comfortable within such an educational environment.

Essential Requirements

- Current SA Teacher Registration and relevant tertiary qualifications.
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).





HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit 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.