



HEAD OF EARLY YEARS

JOB & PERSON SPECIFICATION

NOVEMBER 2025



POSITION DESCRIPTION

Head of Early Years

1. POSITION IDENTIFICATION

Position Title:	Head of Early Years
Reports to:	Head of McGregor
College Department:	Early Years
Position Classification:	Seymour College Enterprise Agreement 2025 or Subsequent Agreement

2. POSITION SUMMARY

The Head of Early Years is responsible for the educational leadership and effective administration of all aspects of the Early Learning program to ensure it contributes to a high-quality environment for children's learning, wellbeing and development. Reporting to the Head of McGregor Campus, this role leads and supports teaching and learning outcomes for students and staff.

A significant aspect of this role (.2) is to support the current Early Years educators by being in the classroom, mentoring and coaching both Teachers and Co-educators in their practice. The role requires a regular and active presence across all learning areas with the Early Years as well as yard duties and supervision for students Junior Years.

3. EARLY YEARS ACCOUNTABILITIES

Leadership – People and Strategy

- Develop and implement an Early Years philosophy, in consultation with the Head of McGregor Campus and the Principal, that reflects the College strategy, best practice and attracts and sustains enrolments through to the Junior Years.
- Ensure the Early Years develops and implements processes, practices and curriculum that reflect the standards defined in the National Quality Standards (ACECQA), the Education Standards Board (ESB) and the Early Years Learning Framework.
- Positively promote the College and the Early Years brand engaging with all stakeholders.
- Act as the point of escalation for Early Years, liaising with parents, teachers and staff.
- Act as the Safeguarding Officer, Nominated Supervisor and an Officer under the Work Health Safety Act.
- Lead and manage a sustainable staffing model ensuring high quality:
 - Recruitment, selection and retention
 - Management of casual and externally contracted staff
 - Performance outcomes and results
 - Coaching, mentoring and collaborative work practices
 - Constructive regular feedback and opportunities to develop and grow
 - Duty of care
- Actively lead and facilitate regular team meetings.

- In collaboration with the Head of McGregor Campus, drive the interconnectivity between Early Years and Junior Years to ensure seamless delivery of contemporary and high-quality educational experience.

Educational Leadership

- As the appointed Educational Leader, develop the educational philosophy and practices ensuring engagement with staff that builds outstanding teaching and learning programs, experiences and practices.
- Lead the ongoing development and implementation of the Quality Improvement Plan (QIP) and the Early Years Learning Framework.
- Coach, mentor and work alongside educators in the classroom ensuring the Early Years build capability.
- Lead the pedagogy, culture and continuous improvement of the service.
- Work collaboratively with members of the McGregor Campus Leadership Team.

Operations

- Lead and manage the successful operation of the Early Years ensuring ratings meet and/or exceed the National Quality Standards.
- Ensure the Early Years regularly participates in College and Early Years emergency management procedures and implements timely and effective process improvements.
- Provide direction and support to the Early Years Manager, to ensure:
 - Accurate records for the purpose of emergency management/duty of care
 - Safe and adequate supervision
 - Timely support for illness and injury
 - Staff absences are managed
 - Guidance on health and hygiene
 - Regular updates on information essential for parents and caregivers
 - Maintains the Child Care Management System (Xplor) and Synergetic.
- Plan and coordinate Early Years Calendar in consultation with key stakeholders.
- Develop the staff roster to ensure ratio, compliance requirements and a balanced mix of skills and expertise.
- Immediately report duty of care or safety incidents to the Head of McGregor Campus.
- Develop and oversee the communications to parents and caregivers ensuring the Early Years are well informed and connected.
- Develop and review policies and procedures and work collaboratively with the Early Years Manager and OSHC Manager to ensure consistency in approaches.
- Work collaboratively with stakeholders to ensure a consistent high-quality service, collaborating with:
 - The Enrolments team to plan and implement seamless orientation and transition processes, enrolment interviews and room allocations and flows.
 - The Marketing team to ensure all communications are meaningful and timely and to plan and develop marketing collateral for the Early Years.
 - The Finance team to manage the Early Years budget and resources.
 - The People and Culture team to build effective people leadership practices.
- Work collaboratively with the Safety, Risk and Compliance Manager to develop and implement practices that meet the ESB compliance and Work Health Safety requirements including:
 - Risk assessments for incursions, excursions, new resources and events
 - The investigation of workplace hazards and implementation of corrective action.
 - Reporting via College and external reporting systems and requirements.

- Regular reporting to the Head of McGregor Campus.
- Active representation on the College WHS committee.
- Any ESB compliance requests including audits and census data reporting.

General Responsibilities

- Assist the Principal in fulfilling the aims and purpose of Seymour College, by supporting the philosophy and ethos of the College.
- Cooperate fully with the Principal and other members of staff in keeping with the values and traditions of the College.
- Demonstrate organisational, administrative and management practices appropriate to the position.
- Practice professional judgement and initiative commensurate with the role.
- Comply with legislative requirements and the Seymour Enterprise Agreement.
- Perform and carry out duties according to College policies.

Safeguarding Our Students

- Seymour College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students.
- All employees of Seymour College are required to familiarise themselves with the Child Protection Policies and Child Safe Code of Conduct. All employees have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact.
- Report, in the first instance to a Child Safeguarding officer, then a member of the Executive Team on any matters relating to Child Protection.

Workplace Health and Safety

- Seymour College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.
- Immediately inform your line manager or a member of leadership team including the executive team or the Safety, Risk and Compliance Manager.
- Participate in training, preparation and practice for responding to accidents, emergencies or other threats to safety or security of student, staff or other members of the College community.

4. SELECTION CRITERIA

Qualifications Skills and Experience

- Bachelor of Education (Early Childhood or Primary) and South Australian Teaching Registration Certificate with the Teacher's Registration Board SA.
- Comprehensive understanding of Early Years National Quality Standards and expert knowledge of child development theories, play-based learning and inclusion strategies.
- Experience in a leadership position in an Early Years and/or Junior School environment.
- Demonstrated experience building highly effective and trusting relationships with stakeholders and working effectively as a part of a team.
- Demonstrated problem solving capabilities – the ability to identify effective solutions, anticipate needs and manage competing priorities.
- Extensive experience analysing and reporting on trends, financial performance and outcomes associated with business growth within an Early Years environment.

- Demonstrated experience evaluating systems and procedures, implementing process improvements that enhance user experiences.
- Extensive experience with Microsoft Office Suite and a strong ability to learn new platforms, navigate systems and identify enhancements.

Personal Attributes

- Has integrity, is confidential and develops trust and confidence in others.
- Solutions orientated - the ability to consider facts, organise information, apply logic.
- Team orientated – strong collaborative skills, a willingness to support others, proactive, and open to the ideas of others.
- Organisation – prioritises, plans, is responsive and customer focused.
- Communication – is open and receptive. Has highly developed written, verbal, listening and presentation skills.
- Analytical – is logical, fact driven and organises information to identify solutions.
- Adaptability and flexibility – adapts to changes in the work environment, manages competing demands and responds to unexpected events with a positive mindset.
- Relationship Management – builds strong rapport with a range of stakeholders, works collaboratively and achieves results.
- Values – has close alignment with the values of the College.

Conditions

- Must be eligible to work in Australia.
- Some out of hours' work is an essential component of this role.
- There is an expectation this role has an active daily presence in the learning spaces and that there are leadership touchpoints with staff, children and parents every day.
- The provision of six weeks annual leave is negotiated with the Head of McGregor Campus with an expectation the Head of Early Years works at the commencement of the year when the Early Years opens.
- Work from any other metropolitan location as required.
- Intrastate and interstate travel may be a requirement of this role.
- All staff must satisfy child protection screening and adhere to Seymour College's Child Protection policy and procedures.
- South Australian Working with Children Check.
- Provide First Aid in an education and care setting (HLTAID012).
- Responding to Risk of Abuse, Harm and Neglect Fundamentals & Masterclass Certification.

Due to the evolving operational needs of a school environment no position description can fully capture the complexity of tasks within the College. Therefore, this position description should not be seen as definitive, and some flexibility is required when using this position description. These will be other tasks and actions not mentioned in the position description that may be given from time to time or included in this role. All positions descriptions evolve and change over time, and we are committed to reviewing position descriptions on a regular basis to ensure Early Years reflect the demands of the role and the contribution of employees.

Seymour College is committed to the safety and wellbeing of children and young people through the prevention, identification and reporting of child abuse and neglect. All candidates for roles at the College are subject to thorough screening and assessment to determine suitability and support of child safety. All employees, volunteers and visitors are expected to model and encourage behaviour that upholds the dignity and protection of students from harm. In applying for this role, you are asserting the accuracy and integrity of your application, including the complete disclosure of any matter that may be inconsistent with the safety and wellbeing of children and young people, or bring the College into disrepute.



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.