

<b>ROLE:</b>	<b>EARLY LEARNING CENTRE (ELC) DIRECTOR</b>
<b>Reporting to:</b>	Principal St John's Campus
<b>Location:</b>	St John's Campus ELC, 20 Highgate Street Highgate
<b>Classification:</b>	Remuneration will be commensurate with the role
<b>Tenure:</b>	5-year PAR tenure with the opportunity to renew based on successful performance review
<b>Time Allowance:</b>	1.0FTE with the expectation that approximately 0.2FTE is spent teaching and/or directly supporting the St Johns Campus early years program. This Leadership position requires duties carried out during term time and term breaks to the extent of 46 weeks per year

### ROLE DESCRIPTION

The ELC Director leads and oversees the culture, educational program, operations, compliance and community engagement of the St John's Campus ELC, to achieve continuous improvement and excellence in children's outcomes, which directly reflects the College's Mission, Vision and Strategic Plan.

As a pedagogical leader, the ELC Director leads and supports ELC staff to implement learning, inclusion, wellbeing and behaviour programs and practices aligned to the College's strategic plan and frameworks. The ELC Director will collaborate closely with other leaders to ensure coherence and connection in pedagogy, wellbeing and behaviour approaches, to support children as they transition through the St John's Campus.

The ELC Director leads staff professional growth, coaching and accountability structures and practices that build staff capacity, impact and strengthen children's outcomes.

The ELC Director is responsible for the continuous implementation, review and improvement of College and other regulatory policies and procedures to ensure child safety and positive wellbeing and learning outcomes.

### KEY TEAMS

- ELC Leadership Team (*leader*)
- St John's Campus Leadership team
- College Learning & Wellbeing Leadership team
- College Executive Team (by invitation for compliance matters)

### ACCOUNTABILITIES & COLLABORATION

The ELC Director *reports to*:

- Principal St John's Campus, for the leadership, operations and outcomes relating to the St John's Campus ELC

The ELC Director is *accountable to*:

- Head of College, for ELC compliance, governance and management
- Director of Learning and Wellbeing, for the implementation of the College's learning and wellbeing frameworks
- Other ELC – 12 Directors, including Community Relations, Business Operations and People & Culture to support the effective operational and administrative management of the ELC
- Persons with Management or Control (PMCs)

The ELC Director *collaborates with*:

- St Peters Campus ELC Director, to build connections, utilise resources and strengthen operational and educational outcomes for all children enrolled in the College's ELC programs
- Junior Primary Leader (R – 2) to support student transitions and ensure coherence and connection in curriculum, pedagogy, wellbeing and behaviour programs and practices across ELC and Junior Primary

### RESONSIBLE FOR

- ELC Coordinator
- Lead Educators
- ELC Teachers
- ELC Administration Assistant
- All ELC Staff

**ESSENTIAL REQUIREMENTS**

- Nationally recognised Bachelors degree (or higher) in Early Childhood Education
- Experience as a teacher and leader in an Early Learning Centre, preferably as part of a ELC to Year 6 school
- Post graduate study or professional development that supports the leadership role of the ELC Director
- Understanding of, and personal commitment to, the faith life of the College and its Lutheran identity
- Lutheran Education accreditation appropriate to the role (or willingness to achieve this)
- Understanding and experience of the educational and wellbeing needs of early learners, especially relating to evidence-based learning, pedagogy, curriculum, inclusion, care and wellbeing programs and practices
- Understanding and experience with managing and implementing the *Early Years Learning Framework*, *ACECQA National Quality Framework* and other regulatory policies and procedures

**SELECTION CRITERIA**

<b>COLLEGE STRATEGY</b>	<ul style="list-style-type: none"> <li>• Implementation of the College’s Strategic Plan and other initiatives</li> <li>• Support and actively communicate the ELC as part of the College ELC to Year 12 structure</li> </ul>
<b>OPERATIONS, MANAGEMENT &amp; COMPLIANCE</b>	<ul style="list-style-type: none"> <li>• Maintain, develop and implement College and government policies and procedures to ensure compliance and ongoing registration</li> <li>• Have oversight of and ensure the ELC meets NQF-4 operational requirements</li> <li>• Ensure staffing and qualification requirements align with the NQF</li> <li>• Provide relevant reports to the PMCs at regular intervals or when requested</li> <li>• Prepare and manage the ELC budget and government funding in alignment with existing processes</li> <li>• Collaborate with key staff to support ELC enrolment structures, processes, guidelines, including the placement of children</li> </ul>
<b>EDUCATIONAL PROGRAM &amp; PRACTICE</b>	<p><b>Teaching &amp; Learning:</b></p> <ul style="list-style-type: none"> <li>• Oversight/Implementation/documentation and evaluation of the ELC learning program aligned with the Early Years Learning Framework for Australia (EYLF), Primary Years Programme (PYP) framework, Australian Curriculum and Christian Studies Curriculum Framework</li> <li>• Pedagogy aligned with the College’s Instructional Model and inquiry through play</li> <li>• Assessment &amp; Reporting practices aligned with National Regulation 74</li> <li>• Literacy &amp; numeracy curriculum framework and practices</li> <li>• Co-curricular and experiential involvement</li> </ul> <p><b>Inclusion, Wellbeing &amp; Behaviour</b></p> <ul style="list-style-type: none"> <li>• Inclusive model, programs and practices</li> <li>• Student wellbeing program &amp; practices ELC - 12</li> <li>• Behaviour expectations and management framework</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Data collection, analysis and action to improve student outcomes and teacher impact</li> <li>• Co-teaching and modelling of teaching practices in classrooms</li> <li>• Lead staff/team planning meetings</li> </ul>
<b>PARTNERSHIPS WITH FAMILIES &amp; COMMUNITIES</b>	<ul style="list-style-type: none"> <li>• Proactively connect with families as their first entry point into our ELC – 12 College, and commence their journey</li> <li>• Build and nurture positive relationships with all parents, caregivers and external stakeholders</li> <li>• Regularly share and report on the learning progress of each child</li> <li>• Implement programs and approaches that promote parent engagement in the ELC and the wider College community</li> <li>• Inform and educate parents regarding the College’s educational philosophy and expectations</li> </ul>
<b>STAFF LEADERSHIP</b>	<p><b>Management:</b></p> <ul style="list-style-type: none"> <li>• Lead, direct and support the ELC Coordinator to facilitate effective staffing and operations</li> <li>• Lead teams and staff to achieve strong outcomes within a positive collaborative workplace environment</li> <li>• Recruit staff in consultation with the St John’s Campus Principal and Director of People and Culture</li> <li>• Ensure staff: student ratios are always adhered to</li> </ul> <p><b>Professional Learning:</b></p> <ul style="list-style-type: none"> <li>• Oversee staff professional growth, feedback, support and accountability processes and meetings</li> <li>• Lead staff to develop an understanding of their roles within an ELC – 12 community</li> <li>• Building capacity and staffing connection (rotations) across ELC and Junior Primary</li> </ul>

<p><b>TRANSITION, CARE &amp; SUPPORT OF CHILDREN</b></p>	<p><b>Care &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Ensure children are always supervised appropriately</li> <li>• Collaborate with key staff and allied health professionals to support referrals and interventions for children with diverse needs</li> <li>• Develop Student Support Plans for children with diverse needs</li> <li>• Manage complex and high-risk child safety, wellbeing and/or behaviour issues</li> <li>• Develop and oversee systems for monitoring the progress of individual/student cohorts</li> <li>• Ensure appropriate records and notifications for each child are maintained</li> </ul> <p><b>Transition</b></p> <p>In collaboration with the Junior Primary Leader:</p> <ul style="list-style-type: none"> <li>• Plan and support the transition of children from ELC into Reception</li> <li>• Identify and implement strategies to assist collaboration and connection between ELC and Reception staff that facilitate student transition</li> </ul>
<p><b>PERSONAL SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development</li> <li>• Demonstrate collaborative leadership skills</li> <li>• Consistently show support for and leadership within school wide policy initiatives and strategic plans, both within and outside the College</li> <li>• Demonstrate behaviours that reflect the values and culture of the College</li> <li>• Exceptional communication skills that build positive, professional and collaborative relationships</li> <li>• Communicate a passion for education as a transformative agent within the lives of young people</li> <li>• Demonstrate strategic and innovative thinking and action, problem solving, discernment and analysis and leadership in change management</li> <li>• Display personal integrity, honesty, resilience and courage</li> <li>• Demonstrate excellent professional judgement and maintain confidentiality</li> </ul>