

## JOB DESCRIPTION

<b>Bethany Christian School</b>	<b>37 Countess Street, Paralowie, SA 5108</b>
<b>Early Learning Centre Director</b>	<b>Part-time/Full-time (from 2024)</b>

### Reporting Responsibility

The Early Learning Centre Director(s) is directly responsible to the School Principal and/or their Delegated Authority.

### Position Statement

The Director provides leadership of the ELC in partnership with the Lead Educator and the teaching team in the Early Learning Centre(ELC). The ELC will focus on the provision of enriched opportunities in language, communication and social development, supporting children in developing creativity, confidence, curiosity and care while exploring God's world.

The Early Learning Centre Directors work with the wider learning community at Bethany Christian School to develop learning opportunities that help children to excel in Christian Education and character, inspiring greatness while serving communities and impacting nations. They are an active member of their Christian Church Community.

### General Responsibilities

- To carry out professional duties responsibly
- To adhere to the Bethany Christian School Policies and Procedures
- To promote the Vision and Mission objectives of Bethany Christian School
- Creates an atmosphere and learning climate of nurture, play, respect and love
- Takes responsibility for the ELC's operation
- Develops and implements the ELC'S curriculum, policies and procedures in line with the EYLF and the continuously developing QIP.
- Leads a team who assess students, evaluate learning and report to parents
- Nurtures positive relationships with students, staff and families
- Attend and leads meetings, functions and extra-curricular activities as required
- Participates in the School's on-going Professional Learning opportunities and ensures that staff have relevant ongoing professional development
- Implements an on-going, personal and professional growth and appraisal program
- Supports and encourages colleagues in the professional, Occupational Health and Safety and wellbeing aspects of the School
- Ensures the ELC has appropriate and current resources at all times
- Participates in membership of an appropriate Hub Group for ELC Directors

### Essential Responsibilities

#### Management

- Coordinates and manages all matters relevant to the ELC
- Communicates with parents on a range of management, organisation and enrolment issues, including bookings, to ensure students attend a minimum of 15 hours per week. This includes liaising regularly with parents regarding scheduling days and hours of attendance, in order to provide best outcomes for students
- Develops and maintains a high level of communication with School staff and the School community
- Liaises with appropriate key staff over the use of school resources and facilities

- Assists with the development and implementation of policies and procedures necessary for the efficient and effective functioning of the ELC
- Ensures that the ELC adheres to the relevant Government policies and procedures, regulations and licenses
- Support the Occupational Health and Safety policies of the School

#### **Staff**

- Develops and maintains a sense of team with high morale
- Recruits staff in consultation with the Principal and/or their delegated authority
- Ensures adequate staff numbers at all times and organises staff rosters
- Supervises and supports staff, students and volunteers
- Plans and coordinates ELC staff meetings with the teaching team
- Promotes Professional Learning and appraisal of self and staff
- Ensures staff awareness of Quality Assurance and School guidelines and requirements and legal liability regarding Duty of Care
- Ensures staff awareness of emergency procedures
- Participates in school staff meetings as requested by the School Leadership team
- Develops and continually reviews a Quality Improvement Plan with staff

#### **Children**

- Responsible for overall supervision of children
- Ensures physical safety and emotional well-being of children
- Ensures that appropriate records for each child are established maintained
- Encourages children's responsibility for self, others and the environment
- Assists in the development and review of procedures and policies concerning students
- Liaises with the Wellbeing team, staff, and other professionals, in order to support referrals and planning for students with educational, medical and other needs

#### **Program**

- Responsible for planning, preparing and implementing the ELC program, based on the recommended National Early Years Framework and under National Standards, in consultation with other staff
- Undertakes program evaluation in consultation with other staff
- Provides a developmentally stimulating environment
- Ensures the program reflects the School's Biblical Worldview

#### **Parents**

- Develops and maintains positive and effective relationships with parents
- Informs parents of the Philosophies and Policies of the ELC
- Encourages parents to participate in the program
- Encourages and supports parents from diverse cultural and social backgrounds to feel welcome in the school community and support their child's development
- Provides parents with information regarding their child where requested and appropriate
- Encourages parents of their responsibility to pay fees and adhere to School Policies

#### **Administration and Finance**

- Keep an accurate and complete record of each child's enrolment, attendance, illness, accident and any other record as requested by the School and funding authorities, ensuring confidentiality of these records
- Ensure that submissions for funding to the relevant authorities are made and any monies received

- In liaison with the Bursar, and ELC admin maintain accurate oversight of all monies and the issuing of all accounts, invoices and receipts using the School's Childcare Management System
- Prepares an annual budget with the Principal and Bursar
- Ensures that the ELC operates within the budget and monthly cash flow guidelines
- Ensures that financial information is provided to parents and monitored for collection within the terms

**Premises**

- Ensures that facilities and resources are hygienic and maintained in good condition
- Ensures the premises are kept secure
- Develops and maintains an accurate inventory of resources

## PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>Nationally recognised Bachelor's Degree (or Higher degree) in Early Childhood Education</li> <li>Current Teacher's Registration</li> <li>Current First Aid Certificate, Mandatory Reporting Certificate and Working with Children Check</li> <li>Other relevant Degree qualifications that will support the outlined Job Specification</li> </ul>	<ul style="list-style-type: none"> <li>Experience as a Teacher in an Early Childhood Centre, preferably as part of a wider school context</li> <li>Experience as a Director of an Early Childhood Centre, preferably as part of a wider school context</li> </ul>
<b>Knowledge</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>Understanding of the developmental and wellbeing needs of students as these relate to the learning and growth outcomes for students, including planning a rich and inclusive curriculum that supports this development</li> <li>Understanding of and personal commitment to the Christian values which are fundamental to the School</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of varied approaches to and theories of Early Years learning, curriculum, programming and planning which contribute to a safe, holistic and nurturing ELC environment</li> <li>To possess a sound knowledge of varied typical and non-typical learning, emotional, physical and medical needs of Early Years children and the relevant responses and interventions</li> <li>Experience using the Hanen Program, Reggio Emilia approach and other play-based, language-rich pedagogy</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>To have a sound knowledge and expertise in programming an ELC curriculum based on the Early Years Framework</li> <li>The ability to develop positive, professional relationships with staff</li> <li>Expertise in identification, formulation of intervention for diverse learning needs</li> <li>Willingness to collaborate effectively with a broad range of staff to enhance student outcomes</li> <li>Exceptional interpersonal skills and the ability to relate to students and parents from a wide range of social and cultural backgrounds</li> <li>Demonstrated commitment to ongoing professional development and professional capability</li> <li>Professionalism and discretion at all times in relation to confidential matters</li> <li>Ability to identify, and where necessary facilitate, appropriate School based or external supports and interventions for students</li> </ul>	<ul style="list-style-type: none"> <li>To have a sound knowledge and expertise in the use of information technologies</li> <li>To have a sound knowledge and expertise in maintaining a budget in the School setting</li> <li>To have sound knowledge and expertise in managing staff in a team setting</li> <li>To have expertise in implementing programs that promote parent engagement</li> <li>To have expertise in implementing programs and intervention that support students with EALD, diverse learning needs and/or socially and culturally diverse backgrounds</li> </ul>