



Director - Early Learning Centre (Readvertised)

Position:	Director - Early Learning Centre
Salary & Conditions:	Salary and leave entitlements to be negotiated
Superannuation:	SGL Employer Contribution
Employment Type:	1.0FTE Ongoing
Commencement Date:	October 2019 (<i>Date to be negotiated</i>)
Supervisor:	Head of Junior School
Closing Date:	Monday 2 nd September 2019 at 9am

COLLEGE OVERVIEW

Emmaus Christian College is an F-12 non-denominational independent school seeking to provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school. The College will commence a new second Junior School campus at Brooklyn Park in 2020, initially offering ELC to Year 2 and subsequently growing to Year 6.

KEY PURPOSE

Emmaus Christian College is seeking an experienced and dynamic Christian Educator to assist in establishing and leading an Early Learning Centre (ELC) providing a program for 3 year olds and 4 year old children at the new Brooklyn Park campus. The ELC is planned to open in mid January 2020. The Director will also work in a lead educator capacity in the 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 Director will work with the wider learning community at Emmaus Christian College to develop learning opportunities that help children to excel in Christian Education. They will be an active member of their Christian Church Community.

WORKING RELATIONSHIPS

The Director reports to the Head of Junior School and will work closely with teaching and administrative staff. Regular consultation will be an essential part of the role and good relationships will need to be developed with staff, parents and children.

GENERAL RESPONSIBILITIES:

- Carry out professional duties responsibly
- Adhere to the College policies and procedures
- Promote the Vision, Mission and Values of Emmaus Christian College
- Create an atmosphere and learning climate of nurture, play, respect and love
- Take responsibility for the ELC's operation
- Actively participate in the establishment of the ELC in collaboration with other school staff
- Develop and implement the ELC's curriculum, policies and procedures
- Assess children, evaluate learning and report to parents
- Nurture positive relationships with children, staff and families
- Attend meetings, functions and extra-curricular activities as required
- Participate in the College's on-going Professional Learning opportunities
- Implement an on-going, personal and professional growth and appraisal program
- Support and encourage colleagues in the professional, Work, Health and Safety and welfare aspects of Emmaus Christian College
- Ensure the ELC has appropriate and current resources at all times
- Participate in membership of an appropriate Hub Group for ELC Directors

ESSENTIAL RESPONSIBILITIES:

Leadership and Management

- Coordinate and manage all matters relevant to the ELC
- Communicate with parents on a range of management, organisation and enrolment issues, including bookings, to ensure children 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 children
- Develop and maintain a high level of communication with College staff and the school community
- Liaise with appropriate key staff over the use of school resources and facilities
- Assist with the development and implementation of policies and procedures necessary for the efficient and effective functioning of the ELC
- Ensure that the ELC adheres to the relevant Government policies and procedures, regulations and licenses
- Develop a high standard of documentation of children's learning in accordance with the College's philosophies
- Manage ACECQA notifications, maintenance of Quality Improvement Plan and occupancy
- Support the Work, Health and Safety policies of the College

Staff

- Develop and maintain a sense of team with high morale
- Recruit staff in consultation with the Principal and/or their delegated authority
- Ensure adequate staff numbers at all times and organise staff rosters and relief cover
- Supervise and support staff, children and volunteers
- Ensure staff receive appropriate pastoral care
- Plan and coordinate ELC staff meetings
- Promote Professional Learning and appraisal of self and staff
- Induction of all new staff to the Centre in keeping with College policies and procedures
- Ensure staff awareness of Quality Assurance and College guidelines and requirements and legal liability regarding Duty of Care
- Ensure staff awareness of emergency procedures
- Participate in school staff meetings
- Develop and continually review a Quality Improvement Plan with staff

Children

- Responsible for overall supervision of children
- Ensure physical safety and emotional well-being of children
- Ensure that appropriate records for each child are established maintained
- Encourage children's responsibility for self, others and the environment
- Assist in the development and review of procedures and policies concerning children
- Liaise with First Aid staff, Counsellors, and Learning Support staff and, where directed, other staff and professionals, in order to support referrals and planning for children with educational, medical and other needs
- Liaise with Head of Junior School and other relevant staff to coordinate transition from ELC to Foundation

Program

- Ensure the program reflects emphasis on the College's Christian worldview and aligns with the Vision, Mission and Values
- Responsible for planning, preparing and implementing the ELC program in line with National Quality Standards and National Disability Standards
- Develop a program in consultation with staff using the National Early Years Learning Framework (EYLF), whilst implementing best practices from Reggio Emilia, Nature Play and play based pedagogy from a Christian worldview
- Provide a developmentally stimulating environment that reflects the diverse needs of children, families and the community
- Undertake program evaluation in consultation with staff

Parents

- Develop and maintain positive and effective relationships with parents
- Inform parents of the philosophies and policies of the ELC
- Encourage parents to participate in the program
- Encourage and support parents from diverse cultural and social backgrounds to feel welcome in the school community and support their child's development
- Provide parents with information regarding their child where requested and appropriate
- Encourage parents of their responsibility to pay fees and adhere to College policies where necessary

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 College 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 Business Manager, maintain accurate oversight of all monies and the issuing of all accounts, invoices and receipts using the College's Childcare Management System
- Prepare an annual budget with the Principal and Business Manager
- Ensure that the ELC operates within the budget and monthly cash flow guidelines
- Ensure that financial information is provided to parents and monitored for collection within the terms

Premises

- Ensure that indoor and outdoor facilities and resources are hygienic and maintained in good condition
- Ensure premises are kept secure
- Develop and maintain an accurate inventory of resources

SELECTION CRITERIA

Qualifications and Experience

- Bachelor or Degree in Early Childhood Education and/or Diploma in Children's Services approved by ACECQA
- Senior First Aid, CPR, Anaphylaxis, Asthma Certification
- Working with Children Check (WWCC)
- Mandatory Notification Training
- Meet the requirements to serve as the nominated Supervisor/Responsible person within an education and care service as per the National Quality Frameworks regulations

Essential criteria

- Active involvement in a Christian Fellowship
- Commitment to the Christian ethos of the College and the Statement of Faith
- A personal commitment to the Emmaus vision, mission and values underpinning the delivery of a Christian based education to children
- Previous experience in the establishment and ongoing operational management of an early years education and care environment
- Sound understanding of the standards set by the National Quality Framework, the Early Years Learning Framework and Commonwealth funding in relation to Child Care Subsidy
- Outstanding knowledge and skills in the development of curriculum in line with the EYLF and NGQ and incorporating the practices from Reggio Emilia, Nature Play and play based learning
- Strong experienced leader who can enable the creation of culture in line with the Emmaus brand and the ability to develop a strong team within a new service

Personal Attributes

- Must be highly organised and work well with tight deadlines in a team environment
- Ability to prioritise and manage multiple projects and competing demands
- Excellent verbal and written communication skills and exceptional interpersonal skills
- Ability to work autonomously, prioritise time and work and use initiative
- Demonstrated level of motivation and ability to motivate others
- Professionalism and discretion in relation to confidential matters
- Be adaptable and represent the ELC, School and its wider community in a professional, ethical and positive manner
- A commitment to ongoing professional learning

SUBMITTING YOUR APPLICATION

Applicants should provide:

- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience, and work referees
- A written application that addresses the selection criteria (separate document)
- A completed Emmaus Christian College "Teaching Application Form" (This form can be downloaded from our website www.emmauscc.sa.edu.au)
- Name and contact details of a Pastor who can provide a character reference, confirm participation in a Christian fellowship and a commitment to the Christian ethos of the College.
- Applications can be emailed to hheadland@emmauscc.sa.edu.au or posted to:

Mrs Heather Headland
PA to Principal
Emmaus Christian College
Lynton Avenue
SOUTH PLYMPTON SA 5038

CONTACT DETAILS:

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email hheadland@emmauscc.sa.edu.au.

*Mr Andrew Linke
Principal*