

Position Description



**EMMANUEL
ANGLICAN
COLLEGE**

Learning ~ Living ~ Leading

Position

Early Learning Centre Director

College Overview

Emmanuel Anglican College is a coeducational Anglican College in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

Position Overview

The Early Learning Centre Director is responsible for coordinating and managing the Early Learning Centre, ensuring compliance with relevant legislation, and the provision of high quality care including engaging in face to face learning for approximately 16 hours per week. The Director is responsible for coordinating the College's After College Hours Care and Vacation Care Programs. The Director is required to promote and market the Centre, lead and manage the ELC staff and to harmonise the day to day operations. They must be a positive and proactive contributor to the development and journey of every child.

Key Responsibilities

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

Manage and be responsible for the day to day operations of the Centre.

- Ensure day-to-day administrative tasks are completed appropriately including requirements for funding and licensing.
- Liaising with parents as to the needs of the children in the Early Learning Centre and providing information as requested.
- Maintain and enforce safe practices for the sign in, supervision and collection of children from the Centre and excursions in the ELC, ACHC and Vacation Care.
- Manage and coordinate the After College Hours Care Service and Vacation Care Program.
- Maintain the adequate number of educators with the appropriate level of qualifications at all times.

Lead the development and implementation of educational programs in the Centre.

- Ensure that programming and assessment practices that incorporate the Early Years Learning Framework and fulfil the NSW Government, National Quality Standards, Commonwealth Department of Education, Skills and Employment and College requirements are developed and implemented.

62 Horizon Drive
BALLINA NSW 2478

Tel: +61 (0) 2 6681 5054
Fax: +61 (0) 2 6681 3704

Web: www.eac.nsw.edu.au
Email: enquiries@eac.nsw.edu.au

ABN 72 079 134 060

CRICOS Provider Code: 02449F

- Ensure that programming for After College Hours Care and Vacation Care incorporates the My Time, Our Place framework.
- Ensure programs are planned, implemented and evaluated for each child in the Centre.
- Collate information about the educational program for display in the Centre ensuring that each child is observed and evaluated with appropriate records maintained.
- Manage the educators to facilitate observing, gathering and interpreting information about children to inform the planning and implementation of programs and the preparation of environments and experiences which engage and are meaningful for the children in the room.
- Liaising with other professionals as to the needs of the children at the centre to ensure learning experiences are provided that cater for the individual needs of each child.

Assist the Principal and College Administration Staff with administration matters to ensure that the Centre remains viable and that statutory requirements to maintain Provider Approval are fulfilled.

- Liaise with the Principal to ensure that the enrolment process is completed in a timely manner and in accordance with the College's Enrolment Policy.
- Ensure that an enrolment record containing all required documentation is kept for each child enrolled at the Centre.
- Maintain daily attendance records and assist with reporting to the Government.
- Ensure that all attendance records are accurate and complete to assist with timely parent invoicing.
- Provide assistance to the College Administration Staff to ensure that all current policy documents that must be provided to parents of a child enrolled at the Centre are displayed on the College Website, in the foyer of the Centre or via other appropriate means.
- Liaise with the Principal to ensure that all matters and procedures relating to government funding are complied with in accordance with appropriate guidelines and that submissions for funding to relevant authorities are made and the conditions adhered to.
- Provide assistance to ensure that all staff records are kept in accordance with the Regulations.
- Provide assistance to ensure that all records of the Centre's compliance are maintained and archived.

Coordinate the operation of the Centre to ensure all relevant statutory requirements to maintain Service Approval are fulfilled.

- Develop and maintain policies and practices that ensure the service complies with the National Law and Regulations.
- Play an active leadership role in the rating and assessment process by ensuring the Centre adheres to all relevant regulations and licensing guidelines on an ongoing basis.
- Ensure all appropriate data is recorded and records are maintained, including family information, medical information, educational/care information and financial data.
- Ensure that government guidelines on priority access to services is adhered to.

Manage staff through liaison and consultation with the Principal, or their delegate.

- Providing supervision, support and guidance to the ELC staff.

- Managing the day-to-day staffing requirements including arranging relief staff, preparation and oversight of the staff roster, complete relevant payroll processes and the appointment of new staff in consultation with the Principal.
- Liaising with Early Learning Centre staff to ensure consistent programming and delivery practices across the Centre.
- Ensuring that the Centre, ACHC and Vacation Care are adequately staffed.
- Ensuring that the appropriate level of first aid qualifications are maintained by all staff.

Oversee and ensure the maintenance and implementation of a healthy, safe and clean environment for staff and children.

- Implement adequate health and hygiene practices.
- Conduct and document risk assessments, as required.
- Oversee and ensure compliance with and maintenance of healthy, safe and clean environment practices for staff and children.
- Take reasonable steps to ensure that the needs for sleep and rest of children are met.
- Implement incident, injury, trauma and illness policies and procedures and ensure procedures are followed by staff and volunteers and that appropriate records are kept and required reports made.
- Take all reasonable steps to prevent the spread of any infectious disease at the Centre.
- Liaise with College staff and report any maintenance or safety issues in a timely and appropriate manner.

Other tasks to ensure the smooth operation of the ELC and the College.

- Attend meetings as required.
- Assist with the preparation of budgets in consultation with the Business Manager, making appropriate recommendations.
- Manage the Centre's financial responsibilities within approved levels.
- Prepare funding submissions where applicable and ensure that requirements are fulfilled.
- Liaise with Early Learning Centre and College staff to share information about students moving into new areas of the Centre and College to ensure continuity of care.
- Developing goals and directions for the Centre in consultation with the staff and Principal in line with early childhood policy and practice, including goal setting for After College Hours Care and Vacation Care.

Demonstrate leadership by contributing positively as a member of the team and working collaboratively with Early Learning Centre and College staff.

Knowledge, Skills and Qualifications

- Tertiary qualifications in Early Childhood education are preferred but not essential.
- Proven ability to effectively supervise and manage an education and care service.
- Know, understand, plan for, deliver and evaluate the Early Years Learning Framework and the My Time, Our Place framework.
- Extensive knowledge of, and ability to apply, practices that help ensure the education and care needs of children are met.
- Effective and outstanding communication skills at all levels with staff, children and parents

- Capacity to prioritise and delegate tasks
- Exceptional time management and organisational skills
- Willingness to lead and participate in organisational change

Personal Qualities and Attitudes

- Supportive of the College's ethos and vision
- Exemplary role model
- Reliable and self-motivated
- Energetic, proactive and able to demonstrate initiative
- Loyalty and commitment to the College, children and staff
- Adhere to and abide by the expectations of Emmanuel Anglican College Code of Conduct

Remuneration

The appointee to this position will be classified as a Teacher according to the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017 or as a Long Day Care Centre Coordinator (Diploma Qualified) based on qualifications and experience.