



**St Leonard's College**

An education for life.

# Position of Responsibility

## Position Description

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**Position Title:** Director of Early Learning Centre (ELC)

**Dated:** September 2020

**Reports to:** Head of Junior School

**Prepared by:** Head of Human Resources

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### Position

The position of Director of ELC is a full-time position in College deemed staff term time. The person will be expected to lead a committed team to develop the pedagogical understandings of the Reggio Emilia approach to teaching and learning in the St Leonard's College context as the Educational Leader.

The Director of ELC will have a presence in each classroom, each day supporting the day to day program and some specialist classes.

The Director of the ELC will manage the day to day operations and complete the administrative elements of the Early Learning Centre.

### Overview

Leading a professional learning team of educators and coeducators the Director of ELC will

- Display a supportive and respectful attitude to all staff and all children and their families;
- Develop understanding of the Reggio Emilia philosophy promoting a strong image of the child, with staff, parents and the St Leonard's College community;
- Be part of a learning team that values listening to the child. The learning team will see themselves as researchers and they will research children's understandings through observation, documentation and collaborative discussion;
- Demonstrate best practice in developing children's thinking;
- Foster an environment that empowers children to convey their understandings through the many forms of expression;
- Encourage an ethos of collaboration and teamwork amongst the children, the staff and the parents;
- Share the importance of documentation in developing curriculum, assessment and making learning visible to parents and the community;
- Be familiar with, and experienced in, implementing the International Baccalaureate Primary Years Program (IBPYP);
- Have a sound understanding of the National Quality Framework.

## General Expectations, Duties and Responsibilities

In addition, the Director of ELC will be expected to

- Create a Centre of excellence for three, four and five-year-old students;
- Develop and maintain innovative and effective policies and practice within the Centre;
- Work as the person in charge of the Centre, overseeing day to day operations, including after school care for the children in the Early Learning Centre;
- Ensure active, effective and efficient supervision and safety of all children;
- Meet regularly with the Head of Junior School to report on all aspects of the ELC operations and programs;
- Work cooperatively with the team and provide leadership to other staff;
- Manage the approved budget and be responsible for the ordering, receiving and authorising of all materials and equipment;
- Keep records of financial expenditure;
- Manage staff absences and organise emergency replacements;
- Monitor and practice appropriate safety and health procedures in line with the Children's Services Regulation 2009 and other relevant regulatory bodies;
- Work within the guidelines of the National Quality Framework;
- Manage and complete the Department of Education and Early Childhood Department administrative requirements;
- Coordinate parent/teacher interviews;
- Oversee written reports and transition statements for parents;
- Ensure all fittings, furnishings, equipment and resources are maintained in a safe and hygienic condition;
- Understand basic Occupational, Health and Safety (OHS) requirements and attend termly OHS meetings as required;
- Conduct weekly ELC staff meetings;
- Attend McMillan House staff meetings as required;
- Attend Academic Directorate meetings and commitments;
- Attend Junior School Leadership meetings;
- Coordinate a fortnightly written report for inclusion in the College newsletter;
- Participate in school functions such as the ELC twilight picnic, Orientation evenings, Community Day Fair, Information evenings, evening project celebrations and all other official occasions associated with the ELC;
- Attend external networking meetings where appropriate.

### Enrolments and Student Transitions:

An important role is the enrolment process and induction of new students to the College, as well ensuring that there are good systems of support and processes to assist all students with their transition between sections of the College.

This includes:

- Conducting enrolment interviews;
- Providing thorough notes on each new student to the relevant educator for wider dissemination as appropriate;
- In conjunction with Head of Junior School and other key pastoral staff, oversee the transition programs and student file handover processes as students move to the Junior School and ensure there is a smooth transition to Prep.

Any other tasks deemed appropriate.

## Qualifications

For employment as a teaching staff member in a licensed children's service you must hold an approved early childhood teaching degree.

A Victorian Institute of Teaching (VIT) Early Childhood registration (ECT) is required.

## General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to OH&S
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## Child Protection and Safety Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.