

Head of Early Learning (ELC Director) Position Description

Title	Head of Early Learning (ELC Director)	
Position Overview	<p>As the Head of Early Learning and Nominated Supervisor, you are expected to oversee the operations of the service, lead, guide, and support a team which provides high quality early childhood education and care to children.</p> <p>You are responsible for managing the day-to-day operation of Nepean Christian School Early Learning Centre to ensure implementation and compliance with the National Quality Framework, which encompasses the Education and Care Services National Law and Regulations, the National Quality Standards and the Early Learning Years Framework– <i>Belonging, Being and Becoming</i>.</p> <p>The Head of Early Learning reports to the Principal.</p>	
Hours	<p>The position is nominally 38 hours. However, some duties and responsibilities may extend beyond set hours.</p> <p>The centre operates for 48 weeks per year.</p>	
Salary & leave	<p>In accordance with the current industrial instrument (<i>Christian Schools NSW (Teachers) Multi-Enterprise Agreement 2023</i>) or any industrial instrument that supersedes it, plus mobile phone & computer.</p> <p>6 weeks annual leave.</p>	
Qualifications and skills	<p>Qualifications:</p> <ul style="list-style-type: none"> • Relevant Early Childhood teaching qualifications • Current NESA Accreditation at Proficient Level or higher • Valid WWCC • Current First Aid and CPR certification <p>Skills:</p> <ul style="list-style-type: none"> • Outstanding interpersonal skills with students, colleagues and parents • Leadership experience in early childcare, including in the development of policies and programs • Understanding of current pedagogical trends • Detailed understanding of the NQF, ELYF and applicable legislation • Understanding of Christian Education • Strong organisational skills, including the ability to write and review policies and programs • High levels of technology literacy 	
Key Accountabilities	<i>Accountability</i>	<i>Indicative Measure/s</i>
	Christian Faith	<p>1.1 Maintain a commitment to a faithful Christian walk and an active involvement with an aligned Christian church.</p> <p>1.2 Demonstrate an understanding of and an ongoing commitment to the School's Vision and Mission Statements.</p> <p>1.3 Understand and be supportive of the school's theological position of Reformed Evangelicalism</p>
	School Culture	<p>2.1 Engage in the whole life of the School</p> <p>2.2 Attend meetings and events as indicated by the Principal. This may include events after normal hours and weekends</p>
	Educational	<p>3.1 Facilitate the successful implementation of the Early Years</p>

	Program	<p>Learning Framework (EYLF).</p> <p>3.2 Be responsible for guiding other educators with the program.</p>
	Leadership and Management of Staff	<p>4.1 Organise and chair regular ELC staff meetings</p> <p>4.2 Ensure staff have a working knowledge of the Regulations and National Quality Framework and meet these guidelines</p> <p>4.3 Support and supervise the daily organisation of staff.</p> <p>4.4 Take on all duties and responsibilities of the Nominated Supervisor.</p> <p>4.5 Develop and facilitate the collaboration process with educators in the development of the Quality Improvement Plan.</p> <p>4.6 Remain a “fit and proper person” as per sections 12 & 13 of the Children (Education and Care Services) National Law (NSW) No 104a</p>
	Children	<p>5.1 Develop a program which is appropriate to the individual developmental needs and interests of the children,</p> <p>5.2 Ensure that staff provide a supportive educational environment.</p> <p>5.3 Ensure that the children are safe and adequately supervised at all times and staff are aware of their supervision responsibilities.</p>
	Families and Community	<p>6.1 Develop and maintain positive relationships with families, children, educators and school community.</p> <p>6.2 Assist and encourage parents to be involved in all centre and service activities.</p> <p>6.3 Promote clear communication between the Principal, the Board, staff and families.</p>
	Administration	<p>7.1 Oversee Nepean Christian School Early Learning Centre compliance with the requirements of the Child Care Management System, approval as a service which can receive Child Care Benefit, State Government Funding and any other government funding or grants.</p> <p>7.2 Submit reports to the Board, as required.</p> <p>7.3 Participate in the preparation of the annual budget,</p> <p>7.4 Comply with and ensure that the policies and procedures are implemented, reviewed and updated.</p> <p>7.5 Maintain relevant ongoing records as required by legislation</p> <p>7.6 Ensure Nepean Christian School Early Learning Centre is compliant with the Education and Care Services National law and Regulations and other relevant legislation.</p> <p>7.7 Actively promote and drive enrolments.</p> <p>7.8 Manage the ELC's expenses to remain within budget.</p>