



Sheldon College POSITION DESCRIPTION



Educational Leader

Department: Early Learning

Responsible to: Principal

Reports to: Director of Early Learning

About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our staff are our most valuable investment. Every member of our team plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter** and **Learning**.

Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.

Position Overview

The successful candidate, as part of the Early Learning Leadership team will lead the pedagogical practice within the whole of Early Learning Centre. The successful candidate will have a Bachelor of Early Childhood Education and demonstrated experience meeting the requirements of the National Quality Standards. Further the will be responsible for:





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- Effectively leading the educational program of Children aged 15 months – 5 Years for Early Learning and School-age for Our Place under the direction of the Director of Early Learning.
- Collaborate with the Director of Early Learning and other Centre leaders to uphold quality of service delivery.
- Be the Kindergarten Nominated Supervisor.

Duties and Responsibilities

Pedagogical Practice

- Lead and support pedagogical excellence by ensuring deep and authentic implementation of the Early Years Learning Framework (EYLF), Queensland Kindergarten Learning Guideline (QKLG), Reggio Emilia principles, and the School's inquiry-based approach.
- Upholds a view of children being capable and curious, advocating for their agency and participation.
- Ensure environments and interactions promote dignity, respect and equity.
- Collaborate with teams to ensure environments are inclusive, promoting safety and wellbeing.
- Facilitate processes where children's ideas, theories and questions inform curriculum decisions. Ensure documentation across the Centre shows visibility to the planning cycle with inclusion of the child's voice.
- Embed strategies for responsive documentation that makes learning visible.
- Lead a collaborative, inquiry-driven approach to curriculum that embraces sustained investigation and research.
- Cultivate a warm, relational pedagogical culture grounded in trust, reciprocity and shared responsibility ensuring Educators are empowered and supported in their delivery of quality practice.
- have practices put in place that are delivered on a daily basis.
- Strengthen connections with families through transparent, participatory processes.
- Seek out and facilitate community involvement, recognising the significance of partnerships to support place, culture and Country.
- Maximise opportunities for the outdoor spaces to be active learning environments.
- Support the orientation and transition processes of children and families.

Strategic and Reflective Leadership Responsibility

- Contribute to service-wide strategic visioning, planning and evaluation as part of the Early Learning Centre Leadership Team.
- Utilise reflective tools, data and documentation to support continuous improvement.
- Support the ongoing growth of a service wide strong pedagogical identity.





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- Lead ongoing, relevant professional learning, responsive to the team's growth in pedagogy, competence and reflective capacity.
- Lead the Growth Learning Review process alongside the Centre Director through meetings, mentoring and reflective practice.
- Foster a culture where educators see themselves as researchers and contributors to the collective community of learning.
- Attend regular professional learning opportunities to continue to expand on your own skill set.
- Participate in and promote ongoing Leadership training and create a culture of life long learning.
- Seek out and regularly attend professional groups beyond Sheldon College (local network groups / events).

Ethical and Compliant Practice

- Ensure all practices meet and exceed the requirements of the National Quality Framework, Queensland Kindergarten Learning Guidelines, service policies and ethical codes.
- Model high standards of professionalism, confidentiality, safety and equity.
- Lead a collaborative Quality Improvement Plan for Kindergarten and Wonderland, ensuring they reflect the excellence of practice and voices of all stakeholders.
- Ensure effective processes regarding lines of communication, escalation and reporting are adhered to.
- Work with ELC Leadership (Centre Manager) to ensure regular collaborative policy review occurs.
- Meet regularly with Teachers, Lead Educators and Educators including weekly meetings and Studio Meetings, ensuring a collaborative planning process is embedded.
- Lead the embedding of reconciliation across all age groups and be an active member of the Reconciliation Action Plan (RAP) Committee.

General Responsibilities

- Support the Director of Early Learning with the recruitment and induction of Early Learning staff in consultation with the College's Human Resources team.
- Action effective Induction processes for all staff, students and volunteers on commencement.
- Adhere to all policies and procedures within the ELC to meet licensing requirements.
- Read and understand all relevant ELC and College policies and related documents.
- Work with all members of staff in line with the Sheldon College Staff Code of Conduct.
- Carry out all professional duties as required under the direction of the College Principal.





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Qualifications and Experience

- Bachelor of Early Childhood or equivalent.
- Hold current QCT registration or minimum Qld Blue Card.
- Ability to effectively communicate with children, families, staff, and the College and wider community with excellent facilitation, presentation, verbal and written communication skills.
- Ability to form strong, positive and respectful relationships with children and families.
- Ability to be innovative and creative in striving for continual improvement in education outcomes.
- Highest standards of integrity and professionalism in line with the Sheldon College Staff Code of Conduct.
- Highly developed interpersonal skills – collaborative, diplomatic, resourceful and adaptable.
- Excellent time management, organisational and planning skills, with the ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks.
- Ability to prioritise and establish own work schedule to achieve designated personal and Centre goals.
- Proficiency in Microsoft office suite and exposure to other school systems such as StoryPark and Schoolbox.
- Demonstrated ability to learn and work with new systems.
- Expert knowledge of the National Quality Standards and ability to take the lead role in the Centre's compliance and lead the Centre's Quality Improvement Plan.
- Completion of an approved child protection training course in compliance with Section 162A of the National Law, effective 1 April 2025. This includes one of the following units delivered by a registered training organisation (RTO):
 - CHCPRT025 – Identify and report children and young people at risk
 - CHCPRT001 – Identify and respond to children and young people at risk*
 - CHCPRT026 – Support the rights and safety of children and young people
 - CHCPRT002 – Support the rights and safety of children and young people*
 - CHCECE057 – Use collaborative practices to uphold child protection principles

* Superseded courses still accepted during the transitional period.

