

## Job Description

### Early Learning Centre (ELC) – Team Leader

#### Role Description

Good Shepherd Lutheran College (GSLC) aims to provide students with the opportunity to learn and fulfill their potential for intellectual, emotional, physical and spiritual growth, through an educational culture that inspires and equips them to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values.

The **ELC Team Leader** provides leadership, guidance and operational support within the Early Learning Centre, ensuring adherence to Child Safety and that the centre meets and exceeds its regulatory requirements and reporting. The ELC Team Leader partners with Educational Leads, Teachers and Educators to ensure high-quality developmental programs for children in our settings. Under guidance of our Director Early Learning Centres, this role has management responsibilities in relation to the rostering and performance of staff, procurement and maintenance of centre resources, administrative oversight of recordkeeping and reporting. The ELC Team Leader is required to work within the programs and ratios as required.

#### Your duties and responsibilities:

1. Model and maintain professional and child safe standards and protocols.
2. Support the implementation of the educational program through adequate resourcing, quality staffing and centre management.
3. Ensure compliance and quality assurance by supporting adherence to the National Quality Framework, National Quality Standards, licensing requirements, College policies, child safety obligations, and workplace health and safety standards.
4. Supervise, manage and mentor Educators, fostering professional growth, collaboration and reflective practice.
5. Build positive partnerships with families, staff and the wider College community to support children's learning and development.
6. Assist with ELC operations, including staff rostering, bookings, compliance, reporting including administrative requirements.
7. Support the ELC Director in ensuring regulatory compliance, quality standards, budgeting and service delivery objectives are achieved.

#### What you must bring to the role:

1. Diploma in Early Childhood Education and Care (or equivalent), current First Aid, Asthma and Anaphylaxis certifications, Foundations of Child Safety training and eligibility to work in an early learning environment.
2. Demonstrated experience delivering high-quality early childhood programs that support children's learning, development, wellbeing and inclusion.
3. Proven ability to lead, mentor and manage educators, fostering reflective practice, professional growth and a collaborative team culture.
4. Sound knowledge and practical application of the EYLF, NQF, NQS and child protection requirements within an early learning setting.
5. Highly developed interpersonal and communication skills, with the ability to build positive partnerships with children, families, staff and external stakeholders.
6. Professional fluency in English Language, including speaking, listening, writing and reading skills with an ability to effectively communicate across audiences, age groups and diverse stakeholders to achieve intended purpose and understanding.

#### Desirable

1. Previous leadership experience in an Early Learning Centre or long day care environment.
2. A sound understanding of the principles of Lutheran.

#### Further information

Position requires working with children clearance, prohibited persons screening and criminal history checks. This role has inherent physical requirements of mental acuity and stability, adequate strength, mobility, vision and hearing to perform duties that enable the safety of all children and young people in the educational environment.

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|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------|
| <b>Job title</b>       | Early Learning Centre (ELC) – Team Leader                                                                                                                  | <b>Designation</b> | LSO, Grade 5, Level based on experience |
| <b>Job type</b>        | Full Time                                                                                                                                                  | <b>Term</b>        | Ongoing                                 |
| <b>Salary</b>          | \$ 91,466 - \$104,250                                                                                                                                      | <b>Location</b>    | Palmerston Campus                       |
| <b>Contact officer</b> | Sophie Blake – ELC Director                                                                                                                                |                    |                                         |
| <b>Email</b>           | <a href="mailto:elc.director@gslc.nt.edu.au">elc.director@gslc.nt.edu.au</a> or <a href="mailto:recruitment@gslc.nt.edu.au">recruitment@gslc.nt.edu.au</a> |                    |                                         |