



Position Description

This position description summarises the essential responsibilities, activities, qualifications and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Details

Position	Director of the Early Learning Centre
Award	Educational Services (Teachers) Award 2020
Level	Position of Responsibility Level 4
Work Location	Kew School Precinct
Directly reports to	Head of Junior School
Key working Relationships	Head of Junior School Junior School Management Team Director of Business ELC Teaching and Support Team Specialist Teachers Enhanced Learning Teachers Registrar School Community – parents and families

Child Safety

At Trinity Grammar School everyone is responsible for the safety and protection of children. All employees at Trinity Grammar School are required to:

- Have a current Working with Children Check or VIT registration.
- Complete all mandatory reporting training and education about child safety.
- Adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures.
- Report suspected cases of child abuse in accordance with the School's policies.

Position Summary

The Director of the Early Learning Centre (ELC) is responsible for leading, managing, organising and promoting excellence in the implementation of early childhood programs in the Early Learning Centre. The position of Director is an extremely complex position with multiple responsibilities and a structure that requires working closely with children, parents, teachers, leadership team, ELC Staff and the Junior School staff.

The Director is a member of the Junior School Management Team and leads a program that incorporates both three-year-old and four-year-old kindergarten operating during term time within normal school hours.

Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, cocurricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, years ELC, Prep – 6 in the Junior School and years 7 – 12 in the Senior School. Teachers are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

Responsibilities and Duties Summary

Students

- Coordinate the Centre's pastoral care program, including student wellbeing matters and referring to Enhanced Learning as appropriate.
- Lead the ELC team to foster the development of individuals socially, emotionally and academically.
- Organise and support programs to promote a positive transition from the three-year -old group to the four-year-old group, and from the four-year-old group to Prep entry to the Junior School.
- Identify and address Child Safety Risks, Child abuse indicators, Management of disclosure and incident reporting including Mandatory Reporting .

Curriculum

- Coordinate the planning and development of curriculum and learning programs in the ELC.
- Coordinate the purchase of curriculum materials and resources for the ELC.
- Coordinate the assessment, evaluation and review of the ELC programs and align the teaching and learning program with the agreed objectives of the Junior School to ensure transition between ELC and the Junior School is consistently applied.
- Develop specific programs to cater for individual differences, differing learning abilities, special needs and diversity in culture and gender.
- Ensure the programs provided are current, appropriate and valid.
- Participate in school planning programs.

Administration and Management

- Coordinate the day to day operations of the Early Learning Centre.
- Provide support and guidance for staff/contractors who conduct the Out of Hours School Care (OHSC) Programs.
- Coordinate the organisation of materials, notices, orientation for the beginning of the school year, including the ELC Handbook for parents and Staff Handbook.
- Coordinate approved events.
- Oversee the ELC teachers and co-educators working environment including supervision, performance review and management of replacement staff.
- Submit and manage annual approved budget.
- Apply policies and philosophies as determined by the Department of Education and School to the ELC.
- Represent the school on all dealings with the ELC staff.
- Represent the school on all matters pertaining to ELC parents including enrolments, orientation programs, listening to and discussing their concerns and either acting on these or referring them to appropriate authorities as necessary (Principal, Deputy Principal, Head of the Senior School, Head of the Junior School, Director of Business, Director of Community Engagement).
- Oversee the maintenance and quality of the indoor and outdoor learning environments.
- Manage all resources and equipment within the ELC.
- Work in conjunction with the Registrar to support the admissions process by assisting with the interviewing, assessing and orientation of new students.
- Manage the submission of all Census, KIMS and other departmental data submissions to ensure compliance with the funding and regulatory framework.
- Ensure all requirements under the Children's Services Act, Children's Services Regulations and relevant Early Childhood legislative requirements are adhered to and implemented.
- Attend all Junior School staff meetings and fortnightly Junior School Management Team meetings.
- Actively contribute to and participate in Junior School Management Team meetings by speaking to and reporting on matters that need to be raised.
- Brief Head of Junior School on significant issues involving children, staff, parents and programs in the ELC.
- Inform the Director of Business of all reportable incidents and regulatory communications to ensure compliance with registration and legislative obligations.

- Analyse Department of Education and Training (DET) policies and issues impacting on the ELC.
- Support and promote the School's policies and practices for Occupational Health and Safety, Privacy, Equity and Harassment.

Communication

- Provide effective leadership and maintain a climate of open communication in the ELC and within the wider school community.
- Liaise with specialist staff regarding Music, Arts, Physical Education and Library classes.
- Liaise with Junior School staff on administrative and curriculum issues affecting the Junior School and ELC.
- Contribute to the school newsletter, Grammarian and Mitre.
- Compose, edit and distribute regular newsletters to parents in the ELC.
- Support to conduct of Open Days and Open morning events.
- Network with other staff to develop, encourage, maintain and extend the ELC profile within the school community.

Professional Learning

- Supervise and provide meaningful opportunities for professional development for staff.
- Liaise with Junior School staff of younger years regarding mutually beneficial professional learning opportunities.
- Distribute all current and relevant professional material to the attention of ELC staff.
- Ensure one's own professional learning is maintained and extended.

Staff

- Model and proactively support effective teaching practices.
- Provide mediation support between teachers and parents.
- Participate in interviewing and selection of new staff.
- Organise and coordinate Staff/Group meetings for ELC staff in relation to OH&S, curriculum, program planning and evaluation, pastoral care, discipline and organisation of students.
- Manage the ELC timetable and undertake a part-time teaching component in the ELC, with room sharing responsibility for program planning and implementation and liaising with parents of these students.
- Manage volunteers within the Early Learning Centre in accordance with the Child Safety Policy.

Parents/Guardians

- Provide a welcoming environment for all parents/guardians.
- Develop a partnership with parents to ensure best outcomes for their children.
- Coordinate functions for parent inclusion in the program.
- Ensure there are parent representatives for each group.
- Support the parent representatives in organising appropriate social functions.

Performance Indicators

- Proficient in the use of technology to support classroom teaching. Trinity Grammar School is a notebook school. Students in the senior school are required to use their notebooks to undertake their studies. Students in the junior school will have access to technology to undertake elements of their studies.
- The use of technology to collaborate with colleagues e.g. OneNote, SharePoint, Microsoft teams and school communication platforms.
- Good knowledge of subject content.
- Demonstrated understanding of how students learn and how to teach them by using a range of teaching practices and resources to engage students.
- Getting to know each individual student throughout their journey at Trinity.

- Demonstrated planning and assessment for effective learning.
- Create and maintain safe and challenging learning environments.

Qualifications and Skills

- Degree in Early Childhood or equivalent as approved by ACECQA.
- Experience in leading/ managing an Early Learning Centre.
- Current First Aid, Asthma and Anaphylaxis training certification.
- VIT registration.
- Demonstrable experience effectively dealing with young children, parents, school management and teaching staff in a variety of contexts over a minimum of five years.
- A good understanding of PYP in the early years would be highly regarded.
- Working as part of a diverse team and working autonomously with limited supervision.
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships.
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools.
- Demonstration of patience and empathy.
- Ability to champion and embody the School's values through conduct, performance and collegiality.
- Knowledge of use of email and basic school database to undertake duties and complement the overall teaching staff team.
- A positive mindset, high emotional intelligence and the ability to think analytically and problem-solve.
- A reliable and dependable person who has good professional integrity.

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Approval

Developed by	Director of Human Resources
Approved by	Principal or delegate
Approval date	October 2020
Next review date	October 2022



Position Incumbent Acknowledgment and Signature

I understand and accept the requirement as stated in this position description and what my responsibilities are as the incumbent of this position and as a member of the Trinity Grammar School Staff. I understand that a failure to uphold the requirements in this position description may result in performance management.

Name of Position Incumbent	
Date	
Signature	