



POSITION DESCRIPTION

HEAD OF EARLY LEARNING CENTRE



POSITION OBJECTIVES

The role of the Head of St Peter's Early Learning Centre is to lead and inspire the team in the facilitation, support, development and learning of our 3-5 year olds through the influence of the Reggio Emilia Educational Project approach to early childhood education.

KEY RESPONSIBILITIES

Leadership and management	<ul style="list-style-type: none"> • Demonstrate commitment to the College vision and mission. • Be responsible for the achievement of the College vision and goals through the development and delivery of high-quality teaching and learning outcomes for all children. • Embrace and enhance the position of the College as a leading provider of education. • Exercise discretion and confidentiality in regards to information. • Establish and maintain a supportive school environment. • Have a broad knowledge of the life of the College, detailed awareness of individual students and a willingness to contribute to the development of a harmonious community. • Meet regularly with all key internal stakeholders (Director of Glendalough, Director Finance and Operations and the Deputy Director of Glendalough, to report on all aspects of the ELC operations, programs and funding.
Administration	<ul style="list-style-type: none"> • Develop and maintain innovative and effective policies and practice within the Centre, in consultation with the Director of Governance. • Manage the day to day operations including programs, online platforms and documentation and staffing. • Manage the approved budget and be responsible for the ordering, receiving and authorising of all materials and equipment. • Maintain records of financial expenditure and reconciliation. • Manage staff absences and organise emergency replacements as required. • Monitor and practice appropriate health and safety procedures in line with the Children's Services Regulation 2009 and other relevant regulatory bodies. • Work within the guidelines of the National Quality Framework (ACECQA) and Early Years Learning Framework (EYLF 2.0) • Manage and complete the Department of Education and Early Childhood Department administrative requirements. • Coordinate parent/teacher interviews and relevant documentation (written reports and transition statements for parents). • Participate in various internal College meetings (Admissions, RAP, Consultative, Emergency Management, Health and Safety, Child Protection, Operations and Management meetings). • Prepare and maintain internal and external PR/communication materials (Handbook, Newsletters and Social Media).
Community Engagement	<ul style="list-style-type: none"> • Develop and maintain cooperative, supportive, professional relationships and communications with all stakeholders (staff, children and their families). • Organise and participate in open days, individual tours, welcome events and Information evenings, fund raising and special events and professional learning. Complete Risk minimisation plans as required.
Teaching	<ul style="list-style-type: none"> • Teach when classroom coverage is required, including undertaking specialist classes, as well as before care.

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KEY RESPONSIBILITIES

	<ul style="list-style-type: none">Lead PSG meetings to discuss the development of programs to respond to children's varying abilities and support needs where required.
Professional development	<ul style="list-style-type: none">Undertake staff appraisals and arrange professional development for individuals and team.Undertake new staff induction, counselling, mentoring and coaching.
General Duties	<ul style="list-style-type: none">Abide by the Code of Conduct.Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.Attend school meetings, conferences and after school services /assemblies, sporting events, mass, community and faith days as required by the Principal.Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise.Other duties as directed by the Director of Glendalough and Principal.The College reserves the right to alter this position description as required to reflect emerging priorities.

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none">A demonstrated understanding of the ethos of a Catholic school and its mission.A demonstrated understanding of the mission and vision of the College.Commitment to equalities, the promotion of diversity and the safeguarding of young people.
Commitment to Child Safety	<ul style="list-style-type: none">A demonstrated understanding of child safety.A demonstrated understanding of appropriate behaviours when engaging with children.Be a suitable person to engage in child-connected work.Must hold or be willing to acquire a Working with Children Check and must be willing to undergo a National Police Record Check, as well as hold a current Victorian Institute of Teacher (VIT) registration.
Skills and Attributes	<ul style="list-style-type: none">Ability to work as part of a team with the ability to cultivate creativity, respect and honesty.Presents a professional and positive demeanour and is a solution orientated person.Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility.Demonstrates a respect for and acceptance of difference in students, parents and staff.Well-developed decision-making skills.Good oral and written communication skills, including ability to build rapport and communicate with children, parents and the College community.Strong collaboration, conflict resolution, negotiation and persuasion skillsDemonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school excursions.Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities.Ability and willingness to accept policy directives.

