



Position Description

Position title	Director of Early Learning Centre (ELC)
Address	77-81 Willesden Road Oakleigh VIC 3186
Appointed by	Principal
Responsible to	Principal
Employment type	Full-time

Overview

Oakleigh Grammar is a K to 12 co-educational Christian school. Over the years, Oakleigh Grammar has continued to reflect the changing face of its surrounding suburbs embracing and celebrating multiculturalism, diversity and inclusion.

Our Early Learning Centre (ELC) is inspired by the Reggio Emilia philosophy. Valuing each child as central to their own learning. Our staff believe that all children are a sacred gift from God and are full of curiosity and creativity.

Our Values

Respect – We promote due regard for the feelings, wishes and rights of others.

Kindness - We promote the quality of being friendly, generous and considerate.

Humility - We promote the quality of having a modest or low view of one's importance.

Aspiration - We promote the notion of hope and ambition in all that we and others do.

Primary Purpose of the Role

The Director of Early Learning Centre (ELC) leads the delivery and quality assurance of the Early Years curriculum framework and is responsible for the effective organisation, administration and management of the ELC.

The Director of ELC will be a member of the Executive Leadership team and have a strong presence with the Oakleigh Grammar community and be a proud representative of our brand.

The Director of ELC is a full-time position and carries a 1.0 FTE.



ELC Management and Learning Leadership

The Director of ELC is responsible for:

- Strong collaborative advocacy and leadership of the ELC
- Creating a safe, welcoming supportive and informative environment for all members of the ELC community
- Maintaining and developing effective policies and practice within the Centre
- Overseeing day-to-day operations, including after school care and holiday programs (administration)
- Ensuring active, effective and efficient supervision and safety of all children; immediately reporting any concerns or issues about Child Safety to the Child Safe Officer or Principal
- Managing daily rostering requirements for the ELC, including organisation of cover for short call or planned leave for ELC staff
- Ensuring that children are safe and appropriately supervised at all times, including timetabling and rostering as required
- Establishing understanding of agreed terminology and programs based on Key Centre Goals developed using the Centre's Quality Improvement Plan, Philosophy, and the National Quality Framework
- Supervising, effectively communicating and collaborating with ELC staff to encourage development of quality learning programs throughout the Centre
- Providing support to ELC staff in relation to communication with parents on all matters
- Providing detailed information for teaching staff at the start of the academic year as part of the induction process and maintaining up-to-date staff records
- Planning, implementing and evaluating learning key learning objectives
- Providing effective support to all ELC staff, in relation to both Centre and individual focused professional development needs, through the maintenance of the Centre's annual performance appraisal system.
- Monitoring and practising appropriate Occupational Health and Safety procedures in line with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and other relevant regulatory bodies, and reporting issues to the OHS Officer or Facilities Maintenance as soon as possible
- Managing and completing the Department of Education and Early Childhood Department administrative requirements
- Coordinating parent/teacher interviews
- Overseeing written reports and transition statements for parents
- Ensuring all fittings, furnishings, equipment, resources and outside play areas are maintained in a safe and hygienic condition reporting any issues to Facilities Maintenance
- Conducting weekly ELC staff meetings
- Attending Oakleigh Grammar staff meetings as required.

- Participating in school functions such as orientation evenings, Glendi, information evenings, graduations and all other official occasions associated with the ELC
- Attending external networking meetings where appropriate
- Ensuring compliance with all Commonwealth, State and Local regulations and licensing requirements, including the maintenance of all relevant policy and procedure documents
- Reporting procedures linked to government payments, through the competent use of the Xplor program alongside the Business Manager
- Meeting regularly with the Principal, Head of Admissions and Business Manager to report on all aspects of the ELC operations and programs
- Exercising a high degree of diplomacy and confidentiality
- Maintaining strong links between the ELC and the School, with consistent liaison with the Deputy Principal - Professional Culture and Junior School and Head of Curriculum – Junior School
- Conducting enrolment interviews
- Supporting the transition of ELC students to the Prep Year, in collaboration with the Deputy Principal - Professional Culture and Junior School
- Supporting the orientation processes into the ELC, including the collection of all documentation linked to the enrolment process for all children in the ELC, in conjunction with the Admissions team
- Keeping records of financial expenditure and managing all relevant budgets.
- Facilitating ELC events, including scheduling, planning and implementation of day-to-day and major events in the ELC and school calendar, including end-of-year celebrations
- Contributing to Oakleigh Grammar parent communication, including Grammar News, Facebook and Latest News contributions
- Facilitating the development of the Out of School Hours Program with the Out of School Hours Care Coordinator.

Promoting the Health and Safety of all Staff and Students

The Director of ELC is responsible for:

- Assisting with the development of operational policies and procedures as set down by the National Quality Standards, the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and Victorian Early Years Learning Framework and ensure daily practices are in accordance with these requirements
- Assessing students' health and providing first aid as required, following medical or risk management plans or administering medication as requested, in line with the Centre procedures and policies
- Maintaining a high standard of hygiene in compliance with Centre procedures and policies alongside the Business Manager
- Maintaining buildings, grounds, equipment and resources to an optimal level of safety alongside the Deputy Principal - Student Wellbeing and Operations

- Ensuring resources and school equipment are correctly stored and maintained and work areas remain organised and tidy
- Supporting and complying with relevant Oakleigh Grammar legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination and Harassment and Privacy.

Staff Professional Learning and Support

The Director of ELC is responsible for:

- Working with the Principal to ensure a cooperative and collaborative working environment, and modelling exemplary professional behaviour and integrity
- Ensuring that the ELC staff is cognisant of current trends in teaching and learning practices in early years education
- Ensuring that staff are provided with appropriate professional learning opportunities, including regular collaborative planning sessions
- Encouraging teachers to attend professional development days and other networking opportunities where appropriate
- Providing teachers with ideas, strategies and resources for differentiation of their teaching and learning programs
- Assisting with the review process of ELC staff and providing informal support and mentoring
- Taking a key role in the recruitment, selection, induction and ongoing mentoring of new staff when required.

Qualifications and Skills

Required

- Must hold an approved Bachelor's Degree in Early Years Education or recognised equivalent;
- Experience in managing staff;
- A recognised Early Years Teaching qualification and current Early Years registration with the Victorian Institute of Teaching (VIT);
- Senior First Aid training as prescribed in the Education and Care Services National Law Act 2010;
- Anaphylaxis and Asthma Management training as prescribed in the Education and Care Services National Law Act 2010;
- Strong working knowledge and understanding of the developmental needs of children two to five years of age, including children with additional needs, with demonstrated experience;
- Working knowledge of the National Quality Standards, Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011;

Desired

- Demonstrated experience and ability to establish warm nurturing and responsive relationships with children, and to sensitively meet their needs;
- Experience working with Xplor or equivalent CCS software packages
- Capacity to work with multi-ability groups;
- Efficient organisation;
- Positive communication and interpersonal skills with both children and adults;
- Effective and proactive problem-solving and decision-making skills.

Attributes

The role requires the following attributes:

- Compassion, patience, initiative and flexibility;
- Capacity to work as part of a team;
- Capacity to model good leadership;
- Willingness to take part in School's co-curricular program;
- Desire to work within a whole school setting K2 to Year 12.
- Demonstrated commitment to professional and lifelong learning;
- Commitment to uphold and contribute to the Orthodox Christian ethos of the School;
- Capacity and willingness to contribute to the vision and mission of Oakleigh Grammar.

This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.

Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected

abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.

Mark Robertson

Principal

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

August 2023