



Palmerston
CHRISTIAN SCHOOL



JOB DESCRIPTION

Job Title:	Early Learning Centre Director
Job Type:	Full-time
Salary Classification:	NT Christian Schools CT 1 - CT 9 or AO 2.3 – AO 3.1 scale.
2020 Salary Range (Full-time):	\$75,194.00 - \$106,848.00 or \$55,153.00 - \$58,812.00 (6-8 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Palmerston Christian School
Responsible to:	Principal
Date Advertised:	November 2020

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

The Early Learning Centre Director reports to the Principal.

Early Learning Centre (ELC) Context

The Palmerston Christian School Early Learning Centre is situated on the campus of Palmerston Christian School which is a Preschool to Year 12 School. Comprising of a lovely indoor learning environment and a large fenced outdoors playing area, the Centre caters for three to four year olds in their year prior to Primary schooling. Linking the Walker Learning Approach with strong Christian perspectives, the students who attend each day are immersed into a rich learning environment that creates wonder, meets interests and developmental needs and provides a firm foundation for each child's educational journey. The Centre offers

long day care, running for 48 weeks of the year and parents can select a five, three or two day program for their child.

RESPONSIBILITIES

General Responsibilities

- Have a solid understanding of the National Quality Framework (NQF) that operates under the National Law and Regulations.
- Ensure all policies and procedures at the ELC comply with the National Law and Regulations.
- Ensure the Principal is informed of any problem arising, which would affect the children or the smooth running of the ELC.
- Assist the Principal to ensure compliance with Law and Regulation matters at the ELC.
- Work according to the Code of Ethics of Early Childhood Australia and NT Christian Schools' Code of Conduct.
- Facilitate the successful implementation of the EYLF and the WLA in conjunction with the educational leader.
- Be proficient in all areas of administrative procedures, curriculum development, parent and community liaison, staff professional development and training, and any other areas as the need arises.
- Manage recruitment processes and the employment relationship in consultation with the Principal.
- Ensure effective use of Information Technology.
- Promote open communication with all staff.
- Lead the professional development and training program in conjunction with the educational leader.
- Facilitate the successful implementation of the NQS and Assessment and Rating process.
- Undertake the components of the WLA pedagogy which support our philosophy.
- Keep up to date with current developments in the Early Childhood field.
- Resource the ELC with appropriate equipment and ensure the team maintain it at a high standard.
- Ensure the efficient storage of resources and aid staff to ensure the work place is administratively efficient.
- Build effective networks with relevant community organisations and government departments.
- Liaise with relevant Head of School

Responsibilities to Children Under Your Care

- Form relationships with children which are comforting and nurturing.
- Ensure that staff provide a supportive educational environment.
- Ensure that the children are safe and adequately supervised at all times.
- Ensure that all staff are aware of children's additional needs/requirements such as dietary restrictions, allergies, etc.
- Ensure a high standard of hygiene in compliance with procedures and policies.
- Administer first aid or medication in compliance with procedures and policies.

Responsibilities to Staff Members

- Demonstrate strong leadership skills and the ability to contribute effectively to a team environment.

- Support and supervise all ELC staff and ensure daily organisation of staff.
- Promote a healthy team environment and develop positive channels of communication to ensure a smooth running centre.
- Lead, guide and support staff to plan, implement and evaluate programs suitable to the individual needs and interests of children in conjunction with the Educational Leader.
- Lead, guide and support staff to create a safe, supportive and stimulating learning environment for the children in conjunction with the educational leader.
- Lead, guide and support staff to maintain ongoing records of the child's development and daily information.
- Participate in ongoing professional development and training programs and supervise staff through this process.
- Convene and lead staff meetings, family meetings and management meetings as required.
- Conduct required induction and training for staff.

Responsibilities to Families

- Develop and maintain positive relationships with families.
- Share information with families relating to their child and the daily activities of the centre.
- Create a safe, supportive and informative environment for families.
- Act as a resource person for families.
- Attend parent meetings as required.
- Encourage families to participate in ELC decision making and experiences.

Administration Requirements

- Have a solid working knowledge of HubWorks.
- Ensure effective enrolment procedures and orientation of new families.
- Have a knowledge of child care benefit and child related funding.
- Manage the ELC's budget.
- Closely monitor enrolment rates and ensure vacancies are addressed immediately.
- Prepare reports and attend meetings as directed.

Occupational Health and Safety and Injury Management

- Ensure policies and procedures are implemented as per the NT Christian Schools' Work Health and Safety Policies.
- Investigate workplace hazards and ensure corrective actions are implemented.
- Ensure staff are appropriately trained in Work Health and Safety matters and risk assessment.

Child Protection

- Ensure the recruitment process includes compliance with the Working with Children Check Guidelines.
- Ensure compliance as a mandatory reporter, which requires reporting to the Regulatory Authority, where there is reasonable grounds to suspect that a child is at risk of harm.

Responsibility to our Community

- Manage information which assists families to access resources within our community.
- Build social capital by promoting community participation in decision making.
- Manage excursions and experiences with children which promote awareness of our community.
- Ensure students on placement are effectively supervised.

SELECTION CRITERIA

Essential

- An ACECQA approved early childhood qualification
- High level of managerial/ leadership competence
- First Aid, Asthma, Anaphylaxis Certificates
- NT Working with Children Clearance (Ochre card)
- Recent Criminal History Check (issued within the last 12 months)
- Be a committed Christian actively involved in your local church
- Ability to reflect the Christian faith underpinning the school

Desirable

- Registered with TRB and qualified in Early Childhood
- An understanding of the Walker Learning Approach (WLA) and/or willingness to learn