



Early Learning Centre Director

Status: Permanent Full Time

Commencement: 2019

Position Location: Burgmann Anglican School Valley Campus

Line Management: This position will work collaboratively with the Head of Operations and be responsible to the Head of Early Childhood and Junior School and ultimately to the Principal.

Burgmann Anglican School is excited to be creating a new purpose built Early Learning Centre for children aged 6 months to 3 years old. We are looking for an enthusiastic Early Learning Centre Director to assist in the establishment of the ELC.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school. The successful applicant would be expected to lead, support and promote Christian education in the school.

The successful applicant will have demonstrable experience in managing all aspects of an Early Learning Centre as well as strong leadership skills. You should display a professional and friendly demeanour, have a passion for children, and strive to create a supportive and encouraging environment for children, teachers and parents. An interest in the Reggio Emilia principles and Early Childhood development knowledge and experience would be preferable.

Responsibilities – Establishment Process

- Provide strong leadership in the development and implementation of the ELC
- Develop policy and procedure documents
- Ensure the Education and Care Services National Law and Regulations are implemented
- Liaise with regulatory authority regarding licencing and operational approval
- Assist with the recruitment of new staff
- Work with our Admissions Administrator in the enrolment process
- Establish a positive, quality learning environment

Responsibilities – Operating ELC 2020

- Manage the day to day operations
- Oversee the coordination of education programs
- Maintain accurate attendance records in accordance with Child Care Subsidy (CCS) requirements
- Liaise with Licensing Adviser from the Office for Children, Youth and Family Support and attend relevant meetings
- Liaise with representatives from the ACT Inclusion Support Agency and other relevant community agencies as required
- Collaborate with colleagues to generate a culture of reflection and renewal of high quality practices

- Provide leadership within the ELC and contribute to the professional growth of others
- Manage ELC budget in consultation with the Head of Operations
- Ensure all regulatory requirements are consistently met
- Ensure a safe, happy, and stimulating environment for children
- Manage and coordinate curricula with staff that complies with state and federal requirements
- Ensure that the ELC facilities are safe for children and comply with laws and regulations
- Evaluate and purchase materials, equipment, and supplies
- Manage, support and promote professional development opportunities for staff
- Interview, hire, and train new staff members, in collaboration with members of the school Executive, ensuring they meet all policies and legal requirements
- Complete ongoing training and courses to remain up to date on regulations and procedures
- Communicate and meet with parents regarding their children and the ELC policies
- Manage and oversee the ELC budget and accounts
- Management of QikKids software including QK Enrol and QK Kiosk
- Management of childcare fee collection including outstanding fees
- Manage complaints and grievances
- Research and maintain knowledge of contemporary perspectives on high quality care and education practices
- Ensure the ELC policies, procedures and educational framework complement other sections of the school
- Seek and build collaborative professional relationships
- Other duties as required

Requirements:

- Master of Education (Early Childhood) - desirable
- Bachelor of Early Childhood Education
- Early childhood education experience
- Current First Aid Training – Education and Care setting (HLTAID004)
- Food Safety, Handling and Hygiene Training
- Excellent written and verbal communication skills
- Strong leadership and interpersonal skills
- Excellent organizational, problem-solving, and time-management skills
- Friendly and approachable demeanour
- Maintain a professional appearance, attitude, and work ethic at all times

Terms and Conditions

- The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*.

Applicants should provide the following documents by email to:

The Principal
Burgmann Anglican School
4 The Valley Avenue
Gungahlin ACT 2912

Email address: employment@burgmann.act.edu.au

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript/qualifications (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees
- Application closing date : 9.00am Monday 8 April 2019