

Director of Early Learning Centre

POSITION DESCRIPTION



Campus:	<i>Early Learning Centre, Berwick Campus</i>
Reports to:	<i>Head of Junior School</i>
Direct Reports:	<i>ELC Teachers, ELC Co-educators</i>
FTE:	<i>FTE 1.0 (including part-time teaching component)</i>
Tenure:	<i>Ongoing with annual review</i>

St Margaret's Berwick Grammar **Grows Great People**

St Margaret's Berwick Grammar is a leading non-denominational, independent private school for boys and girls, from Early Learning to Year 12. Our School is a safe, welcoming and serene place that offers students outstanding learning opportunities in beautifully curated grounds. Our excellent learning spaces and facilities, set over 2 campuses and 50 acres, provide our students with a place to belong, connect, grow and flourish.

Commitment to Child Safety

At St. Margaret's Berwick Grammar, ensuring every child feels safe is our top priority. We have a zero-tolerance towards child abuse and strive to create a safe and welcoming environment where children feel secure at all times. We foster positive relationships among students, staff and peers based on trust and respect. We actively identify and address any potential safety risks for students, taking any concerns about child safety seriously and responding promptly and thoroughly.

Our staff are dedicated to safeguarding children from harm and abuse within the school environment, working with students to establish a supportive and collaborative atmosphere for learning and quality teaching. They adhere to child safe standards and expectations for appropriate behaviour when interacting with children.





Our Vision

To encourage children to strive to be their best selves, now and in the future, for the betterment of all humanity and the planet.

We action our Vision through our Schools Values



Courage

to do the right thing



Character

to be one's best self



Curiosity

to know and learn



Respect

to live wisely and compassionately with others and the planet

Job Description

Primary Purpose:

The Director of Early Learning Centre provides strategic, educational and operational leadership of the Early Learning Centre, ensuring excellence in learning, child safety, regulatory compliance, staff leadership and family engagement, while advancing the School's vision, values and strategic priorities. The Director is responsible for the educational leadership, operational management and regulatory compliance of the Early Learning Centre, including programs for Three-Year-Old and Four-Year-Old Kindergarten.

The Director ensures the safety, wellbeing and development of every child while fostering respectful and collaborative relationships with families, staff and the broader School community.

As the educational leader of the Early Learning Centre, the Director promotes evidence-informed practice and leads the development of an intentional, sequential and developmentally appropriate learning program aligned with:

- Early Years Learning Framework (EYLF V2.0)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- Victorian Curriculum 2.0
- International Baccalaureate Primary Years Programme (PYP)



Position in Context

The Director of the Early Learning Centre reports to the Head of Junior School and ultimately the Principal.

The Director works collaboratively with the Junior School Leadership Team, School Enrolments, Business Office and other key stakeholders to support the School's strategic objectives.

As a member of the Junior School Leadership Team, the Director contributes to whole-school leadership, ensuring seamless transition pathways from the Early Learning Centre into the Junior School.

The Director provides leadership to all Early Learning Centre teaching and education support staff and is responsible for fostering a collaborative, high-performing and child-centred culture.

Duties & Responsibilities:

Educational Leadership:

- *Lead curriculum development, innovation and continuous improvement initiatives across the Early Learning Centre.*
- *Ensure high-quality educational programs aligned with the EYLF, VEYLDF and IB Primary Years Programme.*
- *Lead assessment, documentation and reporting practices that support children's learning and development.*
- *Promote evidence-informed teaching practices and contemporary pedagogy.*
- *Use data, observations and reflective practice to improve learning outcomes.*
- *Foster an inclusive learning environment that supports the diverse needs of all children.*

People Leadership:

- *Lead, coach and develop Early Learning Centre staff through mentoring, professional learning and performance development.*
- *Foster a positive, collaborative and high-performing team culture.*
- *Conduct annual performance and development reviews.*
- *Support recruitment, onboarding and retention of high-quality Early Childhood educators.*
- *Support educators working towards VIT registration.*
- *Ensure all staff maintain required qualifications, registrations and mandatory compliance training.*



Operational Leadership:

- Lead the day-to-day operation of the Early Learning Centre.
- Create and maintain a safe, caring and inspiring learning environment.
- Ensure compliance with all Victorian Department of Education requirements, Education and Care Services National Law and Regulations, National Quality Standards and all relevant legislation.
- Lead strategic and operational planning for the Early Learning Centre.
- Develop, implement and regularly review policies, procedures and risk management practices.
- Manage student wellbeing and behaviour in consultation with the Head of Junior School and relevant wellbeing staff.
- Maintain accurate student records in accordance with privacy legislation.
- Oversee attendance processes and regulatory reporting requirements.
- Coordinate excursions, events and co-curricular activities.
- Manage the allocation of staff, timetables and daily operations.
- Organise relief staffing where required.
- Develop, manage and monitor the Early Learning Centre operational budget in partnership with the Business Office.
- Manage resources effectively to support educational programs.
- Prepare reports for the Head of Junior School, Principal and School Council as required.

Compliance and Governance:

- Lead compliance with the National Quality Framework.
- Lead the ACECQA Assessment and Rating process.
- Maintain and monitor the Quality Improvement Plan (QIP) as a continuous improvement document.
- Ensure emergency management procedures, evacuation and lockdown plans are implemented and maintained.
- Monitor child safety, wellbeing and regulatory compliance.
- Ensure all operational practices meet School policies and legislative requirements.



Community Engagement:

- Build strong partnerships with current and prospective families.
- Support enrolment and transition programs, including enrolling prospective students and conducting School Tours.
- Provide guidance to families regarding Kindergarten funding, KIS applications and school readiness.
- Represent the Early Learning Centre at school and community events.
- Promote the Early Learning Centre in partnership with the Enrolments and Marketing teams.
- Foster positive relationships with external agencies and community organisations.

Teaching Responsibilities:

- Maintain exemplary classroom practice and model best practice in Early Childhood education.
- Undertake a teaching load as determined by the Head of Junior School.
- Plan, teach, assess and evaluate high-quality learning programs.
- Mentor teaching staff through modelling and collaborative practice.
- Ensure teaching practices align with IB documentation and curriculum requirements.
- Attend weekly Junior School staff meetings as required.
- Refer also to the Early Learning Centre Teacher Position Description.

General Responsibilities:

- Administer First Aid as required.
- Lead ELC staff meetings.
- Attend School events and professional learning activities.
- Complete newsletters, reports and communications as required.
- Undertake other duties as directed by the Head of Junior School, Principal or delegate.
- Other duties from time-to-time as may be required by the Principal, the Vice Principals, the Heads of Senior Students or any other member of the School Leadership Team.

Key Internal Connections

Reporting to:	<i>Head of Junior School and School Principal</i>
Internal Relationships:	<i>Works collaboratively with the Junior School Leadership Team, Business Office, Enrolments and external regulatory bodies.</i>
Key External Relationships:	<i>Parents/Guardians regarding student progress</i>



Selection Criteria

Qualifications

- Bachelor's degree in Early Childhood Education
- First Aid/CPR certification (essential)
- Victorian Institute of Teaching (VIT) or Working With Children Check (WWCC) (essential)

Knowledge, Skills, Experience and Attributes

- **Knowledge:**
 - *Strong understanding of child development and early childhood education.*
 - *High level digital literacy.*
 - *Commitment to continuous improvement and lifelong learning.*
 - *Demonstrated alignment with the School's values and commitment to child safety.*
- **Skills:**
 - *Demonstrated ability to build strong relationships with children, families, staff and the wider community.*
 - *Excellent organisational, communication and interpersonal skills.*
 - *Strong attention to detail and ability to manage competing priorities.*
 - *Ability to exercise sound judgement, discretion and confidentiality.*
- **Experience:**
 - *Demonstrated experience leading the day-to-day operations of an Early Learning Centre.*
 - *Experience within a K–12 independent school environment (desirable).*
 - *Experience working within an International Baccalaureate (IB) Primary Years Program environment (desirable).*
 - *Demonstrated educational leadership and curriculum development experience.*
 - *Experience leading continuous improvement and quality assurance initiatives.*
 - *Experience leading teams through coaching, mentoring and performance development.*
 - *Experience managing budgets, resources and workforce planning.*
- **Attributes**
 - *Commitment to continuous improvement and lifelong learning.*
 - *Demonstrated alignment with the School's values and commitment to child safety.*



Compliance and Policy

Occupational Health and Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the St Margaret's Berwick Grammar Occupational Health and Safety policy.
- Take reasonable care of their own health and safety, and the health and safety of others affected by their acts or omissions.
- Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures, and
- Participate in emergency procedures and evacuations.
- Ensure equipment is used, maintained and stored safely.
- Follow established safe working procedures.
- Participate when required in the resolution of safety issues.

Child Safety

All staff are responsible for supporting the safety and wellbeing of children and young people by:

- Upholding the School's Statement of Commitment to Child Safety.
- Complying with the School's Child Safety Policy, Child Safety Staff Code of Conduct and all related policies and procedures.
- Taking reasonable steps to protect children from abuse.
- Understanding and fulfilling all mandatory reporting obligations.
- Actively promoting and contributing to a child-safe culture and environment across the School.
- Demonstrating duty of care for students' physical, emotional and social wellbeing.

Diversity and Inclusion

At St Margaret's Berwick Grammar we prioritise cultural safety and inclusivity for all children. We believe that these principles are essential for the safety of every child. We pay special attention to the safety needs of aboriginal and Torres Strait Islander students and their families, culturally diverse students, students with disabilities and those who may be vulnerable. Any inappropriate or harmful behaviour, directed at students based on these or other characteristics, is not tolerated at our school. We take immediate action to address and resolve such instances.



Respectful Workplace

St Margaret's Berwick Grammar is committed to creating a respectful and safe workplace for all staff.

- The School has no tolerance for bullying, discrimination, sexual harassment, or any behaviour that creates a hostile environment.
- We promote social cohesion, fairness, diversity, inclusion and psychological safety for all our staff.

Staff play a crucial role in preventing unacceptable behaviours. They must care for their own health and safety and that of others, comply with this policy, and avoid engaging in or encouraging unacceptable behaviours.

Staff Expectations

All staff are expected to:

- Always conduct themselves with professionalism in line with all St Margaret's Berwick Grammar's policies and procedures.
- Be a positive voice of support for the School with existing and prospective families, staff and others in the community.

Explore Other Career Opportunities

Working at St Margaret's Berwick Grammar means being part of a talented, motivated and well-resourced team that works together to ensure the best possible outcomes for all our students.

To find out more about other career opportunities at St Margaret's Berwick Grammar, follow the link to our website stmargarets.vic.edu.au/careers/

