



Walford

Position Description

Director of the Early Learning Centre

POSITION TITLE	Director of the Early Learning Centre (ELC)
STATUS	Full time permanent role – 1.0FTE For the right candidates, a job share arrangement would be considered.
SALARY AND CONDITIONS	Salary and conditions are in accordance with the <i>Walford Anglican School for Girls Enterprise Agreement 2023</i> or its replacement Teaching salary plus a Band 2 Level 2 Allowance
REPORTING TO	All staff report to the Principal. The Director of the ELC reports through the Head of Junior School
LINE MANAGER OF	ELC Educational Leader and all staff in the Early Learning Centre and the Out of School Hours Care service

Role Description

The Director of the Early Learning Centre (ELC) is responsible for the leadership, management, and overall operation of the ELC, ensuring the delivery of high-quality early childhood education and care in alignment with the National Quality Framework (NQF), Education and Care Services National Law and Regulations, and the Early Years Learning Framework (EYLF).

The Director leads a team of educators to create a safe, nurturing, and stimulating learning environment, fostering positive relationships with children, families, staff, and the community. The Director is also responsible for the School's Out of School Hours Care (OSHC) service, the Quality Improvement Plan (QIP), and ensuring compliance with all relevant legislation and regulations.

Key Responsibilities

Leadership and Management

- Lead, mentor, and inspire early years educators to deliver high-quality programs.
- Foster a positive organisational culture of collaboration and professional growth, ensuring ELC staff have access to quality professional development and collaboration.
- Work with the Head of the Junior School to oversee recruitment, induction, professional development, and performance management of the ELC and OSHC team.
- Maintain consistent structures and communication systems for effective daily management of the ELC and OSHC.
- Act as the Nominated Supervisor, ensuring compliance with NQF.

- Oversee and manage staffing, rosters and daily reliefs, ensuring continuity, qualifications and correct ratios.
- Lead weekly ELC staff meetings and join relevant Junior School meetings.
- Build strong relationships across school teams including enrolments, marketing, finance, and property services.

Educational Program and Practice

- Oversee, in liaison with the ELC Educational Leader, the design, implementation, and evaluation of educational programs aligned with EYLF and individual developmental needs.
- Support reflective practice and continuous improvement, embedding Reggio Emilia principles.
- Ensure smooth transition processes from ELC to Reception.
- Coordinate Playgroup sessions and support OSHC programs.
- Manage curriculum oversight, including assessment and reporting.
- Ensure the ELC environment is administratively ready to welcome each enrolled child at the start of each term. This includes all administration prior to each child's start which may mean the period leading up to the start of each time, as needed, in consultation with the Head of the Junior School.
- Teaching and supervision each day across the ELC to support staff and build relationships with each child and family (approximately 0.2FTE in teaching and duties).

Physical Environment

- Oversee the aesthetics and use of the ELC physical environment, aligned with early years learning and Reggio Emilia best practice.
- Ensure the ELC environment is physically ready to welcome enrolled children at the start of each term.
- Ensure the physical spaces of the ELC are maintained to high standards, working in liaison with the ELC, Junior School, Property Services and IT teams.
- Ensure WHS compliance and respond promptly to issues relating to the ELC's physical environment.

Compliance and Quality Assurance

- Ensure the ELC's full compliance with Education and Care Services National Law and Regulations, as overseen by the Education Standards Board SA and ACECQA.
- Lead the Centre through the Assessment and Rating process, striving for 'Exceeding' ratings.
- Maintain and implement the Quality Improvement Plan (QIP) with staff involvement.
- Conduct and oversee risk assessments and manage regulatory documentation.

Financial and Operational Management

- Manage enrolments, budgets, staffing rosters, and procurement.
- Oversee ELC policies and procedures.
- Ensure financial sustainability through budget planning and monitoring.
- Oversee attendance data accuracy and fee processes.

Relationships and Communication

- Build and maintain strong partnerships with families and the community.
- Conduct ELC tours, contribute to marketing initiatives, and promote school ethos.
- Maintain respectful communication and confidentiality at all times.
- Promote the ELC within the school and wider community.

Health, Safety and Wellbeing

- Ensure safety, wellbeing, and supervision of children and staff.
- Oversee emergency management, WHS policies, and health protocols.
- Promote inclusion, diversity, and culturally responsive practices.

Working Hours

This is a full-time role, with 38 hours of work per week averaged over a 12 month period.

The Director of the ELC will be required to work two weeks prior to the start of Term 1 each year and two weeks after the end of Term 4 each year. They will additionally ensure the ELC environment is physically and administratively ready to welcome enrolled children at the start of each term. Attendance at meetings and events on evenings and weekends may be required.

In line with the *Walford Anglican School for Girls Enterprise Agreement*, the annual salary and any applicable allowances payable under this Agreement are paid in full satisfaction of an employee's entitlement for the school year. The employee's absence from the School during non-term weeks is deemed to include their entitlement for annual leave weeks.

Key Selection Criteria

Qualifications

- Approved Early Childhood Teaching degree or Diploma in Early Childhood Education and Care (ACECQA-recognised).
- Current South Australian Working with Children Check.
- Current First Aid, CPR, Asthma and Anaphylaxis management certifications.
- Responding to Risks of Harm, Abuse, and Neglect – Education and Care.
- Teacher Registration desirable.

Knowledge and Experience

- Proven leadership in early childhood education and care.
- Strong understanding of NQF, EYLF, and Reggio Emilia approach.
- Demonstrated staff management, budgeting, and operational planning skills.
- Experience building partnerships with families and community stakeholders.

Skills and Attributes

- Inspirational leadership and team-building ability.
- Excellent communication, negotiation, and conflict resolution skills.
- High-level organisational and time management.
- Commitment to continuous improvement and innovation.
- Cultural competence and respect for diversity.
- Warmth, empathy, and professionalism.
- A naturally nurturing personality, who brings care and passion to this role.

Acknowledgement

This Position Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. Staff may also be required to perform any other duties that they may be directed to perform which could be reasonably considered relevant to the position.