

## Head of Early Learning Job Description

<b>Title</b>	<b>Head of Early Learning</b>
<b>Job Overview</b>	<p>As the Head of Early Learning and Nominated Supervisor, you are expected to oversee the operations of the service, lead, guide, and support a team which provides high quality early childhood education and care to children.</p> <p>Responsible for managing the day-to-day operation of Nepean Christian School Early Learning Centre to ensure implementation and compliance with the National Quality Framework, which encompasses the Education and Care Services National Law and Regulations, the National Quality Standards and the Early Learning Years Framework– <i>Belonging, Being and Becoming</i>. Responsible for compliance with the current Child Care Services Handbook.</p> <p>Take on all duties and responsibilities of the Nominated Supervisor.</p> <p>To be the Educational Leader of the service or in partnership with the Principal nominate an Educational Leader and oversee them.</p> <p>To work in accordance with the requirements of the Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations and the National Quality Standard for Early Education and Care.</p> <p>To be the responsible person in charge of the service and in absence ensure that another responsible person (as defined by the National law) is in charge of the service.</p> <p>To work in accordance with the Code of Ethics of the Early Childhood Australia.</p> <p>To implement Nepean Christian School Early Learning Centre philosophy in undertaking all other duties.</p> <p>To comply with the policies and procedures of Nepean Christian School Early Learning Centre and to update policies and procedures in partnership with Educators, families, the Principal and the Board.</p> <p>To assist with the selection and employment of appropriate staff.</p> <p>The Head of Early Learning reports to the principal and is a member of the School Executive team.</p>

<b>Key Accountabilities</b>	<i>Accountability</i>	<i>Indicative Measure/s</i>
	<b>Demonstrated Christian commitment and commitment to the Vision and Mission Statements and Statement of Faith of Nepean Christian School</b>	1.1 Maintain a commitment to a faithful Christian walk and an active involvement with an aligned Christian church. 1.2 Demonstrate an understanding of and an ongoing commitment to the School's Vision and Mission Statements. 1.3 Understand and be supportive of the school's theological position of Reformed Evangelicalism 1.4 Demonstrate an understanding of the place of education, teaching and learning within a Christian worldview context. 1.5 Engage with the implementation of the Board's Strategic Plan
	<b>School Culture</b>	2.1 Engage in the whole life of the School and display consistent support for the whole School through visible involvement in School life 2.2 Attend meetings and events as indicated by the Principal. This may include events after normal hours and weekends

		<p>2.3 Develop policies and procedures reflective of a Pre-K to 12 community, reflecting the cultural, pedagogical and theological values of the School.</p>
	<p><b>Specific Responsibilities in relation to the Educational Program</b></p>	<p>3.1 Oversee and work closely with teachers, Executive and families to develop a program that builds on kindergarten readiness.</p> <p>3.2 Facilitate the successful implementation of the Early Years Learning Framework (EYLF).</p> <p>3.3 Ensure the early childhood program meets the goals of the EYLF <i>Belonging, Being and Becoming</i> to help children develop:</p> <ul style="list-style-type: none"> <li>a. a strong sense of their identity;</li> <li>b. connections with their world;</li> <li>c. strong sense of wellbeing;</li> <li>d. confidence and involvement in their learning; and</li> <li>e. effective communication skills.</li> </ul> <p>3.4 Ensure the service facilitates a play-based learning environment and develops learning programs responsive to children's ideas, strengths and abilities.</p> <p>3.5 Implement inclusive practice and lead an environment which honours diversity.</p> <p>3.6 Be responsible for guiding other educators with the program.</p> <p>3.7 Meet with parents when requested to answer any curriculum questions.</p> <p>3.8 Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.</p> <p>3.9 Develop and facilitate the collaboration process with educators in the development of the Quality Improvement Plan.</p> <p>3.10 Ensure the successful implementation of the Quality Improvement and lead educators through the assessment and rating process.</p> <p>3.11 Plan, implement and evaluate programs suitable to the individual needs and interests of the children.</p> <p>3.12 Be the Educational Leader of the service or, in partnership with the Principal, nominate an Educational Leader and oversee them.</p>
	<p><b>Leadership and Management of Staff</b></p>	<p>4.1 Support the Board and the Principal through the oversight and daily administration of Nepean Christian School Early Learning Centre.</p> <p>4.2 Lead and work as a member of a cooperative team by respecting and supporting colleagues and developing positive channels of communication.</p> <p>4.3 Organise and chair regular ELC staff meetings in order to assist in the facilitation of effective communication, staff development and discussions on the management of and programming for the centre.</p> <p>4.4 Attend and contribute to meetings, in-service programs and network meetings and disseminate the information to staff.</p> <p>4.5 Lead an orientation process for new employees.</p> <p>4.6 Ensure that the children are safe and adequately supervised at all times and ensure staff are aware of their supervision responsibilities.</p>

		<p>4.7 Ensure that the environment is safe, supportive, stimulating and appropriate for children.</p> <p>4.8 Ensure all staff are aware and respond positively and consistently to children's additional needs/ requirements – diet/allergies, developmental etc.</p> <p>4.9 Ensure compliance as a mandatory reporter in accordance with the Nepean Christian School Christian school's Child Protection Policy.</p> <p>4.10 Ensure staff have a working knowledge of the Regulations and National Quality Framework and meet these guidelines in their work practices.</p> <p>4.11 Lead professional development appropriate for the needs of staff of the Early Learning Centre, in accordance with the policies and procedures of the School's Professional Pathways</p> <p>4.12 Ensure staff qualifications and ratios meet the needs of the centre in accordance with the National Regulations and National Quality Frameworks.</p> <p>4.13 Support and supervise the daily organisation of staff.</p> <p>4.14 Promote a healthy team environment and develop positive channels of communication to ensure an effective work environment.</p> <p>4.15 Lead, guide and support staff to plan, implement and evaluate programs suitable to the individual needs, emerging skills and interests of children.</p> <p>4.16 Lead, guide and support staff to create a safe, supportive, stimulating and educational environment for the children.</p> <p>4.17 Lead, guide and support staff to maintain ongoing records of the child's development and daily information.</p> <p>4.18 Conduct regular staff appraisals and support development of plans which will extend staff abilities and practices.</p> <p>4.19 Ensure a commitment to continuous improvement wherever possible.</p> <p>4.20 Take on all duties and responsibilities of the Nominated Supervisor.</p>
	<p><b>Specific Responsibilities in relation to Children</b></p>	<p>5.1 Develop in consultation with Families, teachers, Educational Leader and educators a curriculum / program which is appropriate to the individual developmental needs and interests of the children, reflecting the needs of the community and be culturally appropriate.</p> <p>5.2 Lead and develop educators in the implementation and evaluation of the curriculum / program for individual children or groups.</p> <p>5.3 Maintain the necessary records of children and the curriculum as required by the Department of Education, Australia Children's Education and Care Quality Authority, National Regulation and Legislation as well as in accordance with Nepean Christian School Christian School and Nepean Christian School Early Learning Centre's policies and procedures.</p> <p>5.4 Provide a safe, supportive, stimulating and educational environment where families, staff and children feel welcome.</p> <p>5.5 Ensure that the children are safe and adequately supervised at all times.</p> <p>5.6 Be responsive to children's additional needs/requirements i.e. cultural, physical, emotional, medical or dietary.</p> <p>5.7 Be responsible for overseeing educators in recording observations</p>

		<p>of individual children or groups from program planning purposes for qualified employees.</p> <p>5.8 Promote positive, comforting and nurturing relationships with children.</p> <p>5.9 Ensure programs reflect emerging skills and interests of children.</p> <p>5.10 Ensure documentation of children's learning is professionally presented and an authentic representation of children's growth and development.</p> <p>5.11 Ensure that staff provide a supportive educational environment.</p>
	<p><b>Specific Responsibilities in relation to Families and Community</b></p>	<p>6.1 Develop and maintain positive relationships with families, children, educators and school community.</p> <p>6.2 Support families and communicate with them about their child's development and to share relevant records with them.</p> <p>6.3 Attend and contribute to parent meetings when required.</p> <p>6.4 Seek family involvement in the centre, in developing and implementing the curriculum/program of the centre.</p> <p>6.5 Assist and encourage parents to be involved in all centre and service activities.</p> <p>6.6 Liaise with the community and be knowledgeable of resources within the area.</p> <p>6.7 Promote clear communication between the Principal, the Board, staff and families.</p> <p>6.8 Ensure the Nepean Christian School Early Learning Centre is knowledgeable and sensitive to the needs of families and the community</p> <p>6.9 Create a safe, supportive and informative environment for families.</p> <p>6.10 Ensure students on placement are positively welcomed, supported, orientated and effectively supervised.</p> <p>6.11 Implement evaluation strategies (e.g. satisfaction survey) to determine parents/communication views to use for future planning.</p>
	<p><b>Specific Responsibilities in relation to Administration</b></p>	<p>7.1 Assist in the implementation of the Centre's annual goals and objectives.</p> <p>7.2 Oversee Nepean Christian School Early Learning Centre compliance with the requirements of the Child Care Management System, approval as a service which can receive Child Care Benefit on behalf of clients, Inclusion Support Subsidies, JETCCFA, Subsidies, State Government Funding and any other government funding received.</p> <p>7.3 Be aware of and maintain all of the National Regulations, legislation and relevant framework.</p> <p>7.4 Have a complete knowledge of the Child Care Benefit System and other child related funding.</p> <p>7.5 Be aware of Government Regulations and guidelines pertaining to children's services.</p> <p>7.6 Be aware of and carry out administrative functions within the centre when required.</p> <p>7.7 Have computer literacy and ensure the effective use of information technology in the service.</p> <p>7.8 Submit reports to the Board, as required, on the operation of</p>

		<p>Nepean Christian School Early Learning Centre.</p> <p>7.9 Participate in the preparation of the annual budget, and provide information and guidance to the Business Manager and the Board on budget preparation and allocation.</p> <p>7.10 Be conversant with the ELC budget and take all steps to ensure compliance with that budget.</p> <p>7.11 Ensure the Principal and the board is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service.</p> <p>7.12 Understand processes to access additional funding and/or subsidies.</p> <p>7.13 Organise documentation of meetings held within Nepean Christian School Early Learning Centre.</p> <p>7.14 Be aware of and develop skills relating to administrative functions of the service.</p> <p>7.15 Comply with and ensure that the policies and procedures of Nepean Christian School Early Learning Centre are implemented, reviewed and updated.</p> <p>7.16 Promote and facilitate positive communication between the parents, Co-ordinator, staff and the Board by using mechanisms such as Nepean News, social media, notice boards, Edumate, surveys and daily informal contact and reports</p> <p>7.17 Develop and assist with the implementation of daily routines and to support educators to do this.</p> <p>7.18 Maintain ongoing records of the child's development and daily information.</p> <p>7.19 Ensure Nepean Christian School Early Learning Centre is compliant with the Education and Care Services National law and Regulations and other relevant legislation.</p>
	<b>Specific Responsibilities in relation to Centre Management</b>	<p>8.1 Assist in the implementation of the Centre's annual goals and objectives.</p> <p>8.2 Be aware of and maintain all of the National Regulations, legislation and relevant framework.</p> <p>8.3 Have a complete knowledge of the Child Care Benefit System and other child related funding.</p> <p>8.4 Be aware of Government Regulations and guidelines pertaining to children's services.</p> <p>8.5 Be aware of and carry out administrative functions within Nepean Christian School Early Learning Centre as required.</p> <p>8.6 Have computer literacy and ensure the effective use of information technology in the services.</p> <p>8.7 Keep up to date with current developments in Early Childhood education.</p> <p>8.8 Be the responsible person in charge of the service and in absence ensure that another responsible person (as defined by the National law) is in charge of the service</p>
	<b>Contribution to a safe and healthy</b>	<p>9.1 Follow the Work Health and Safety instructions and policies.</p> <p>9.2 Report accidents and hazards, and address or escalating risks.</p>

	<b>workplace.</b>	<p>9.3 Generally caring for their own safety and that of others</p> <p>9.4 Report any repairs and maintenance to the maintenance team.</p> <p>9.5 Ensure the service strives towards environmental sustainability in all areas.</p> <p>9.6 Actively participate in rehabilitation and return to work programmes.</p> <p>9.7 Participate in Work Health and Safety activities and initiatives as required.</p> <p>9.8 Ensure the Principal and Board is informed of any problems arising, which would affect the children or the smooth running of the centre.</p> <p>9.9 Maintain appropriate levels of confidentiality.</p> <p>9.10 Ensure a high standard of hygiene in compliance with policies and procedures.</p> <p>9.11 Work in accordance with food safety regulations.</p>
	<b>Professional Standing &amp; Development</b>	<p>10.1 NESAC Accreditation</p> <p>10.2 WWCC clearance</p>

<p><b>Minimum Requirements</b>  <i>What qualifications, skills, experience, capabilities, and qualifications are generally expected of a new incumbent in this role?</i></p>	<p><b>Qualifications &amp; Knowledge:</b></p> <ul style="list-style-type: none"> <li>● Relevant teaching qualifications and current NESAC Accreditation</li> <li>● Valid WWCC</li> </ul> <p><b>Experience &amp; Capabilities:</b></p> <ul style="list-style-type: none"> <li>● Outstanding interpersonal skills with students, colleagues and parents</li> <li>● Proven leadership experience</li> <li>● Understanding of current pedagogical trends</li> <li>● Detailed understanding of the ELYF and applicable legislation</li> <li>● Understanding of Christian Education</li> <li>● Strong organisational skills, including the ability to write and review policies and programs</li> <li>● High levels of technology literacy</li> </ul>
--	---

<p><b>Classification</b>  <i>Industrial Agreement &amp; Band/Level</i></p>	<p>Pay and conditions are set out in the Independent Christian Schools NSW Teachers Multi-Enterprise Agreement 2021 and will be set according to the relevant teaching experience plus the prescribed Pre-school Director's Allowance.</p>
--	--