

PORTSIDE

CHRISTIAN COLLEGE
Early Learning Centre

APPLICATION INFORMATION

EARLY LEARNING CENTRE DIRECTOR



PORTSIDE

CHRISTIAN COLLEGE

Portside Christian College Early Learning Centre is part of a dynamic ELC-12 College of 700 students with a reputation for excellence in academic outcomes, character and faith. Located on the Port River, only moments from Port Adelaide's historic tourist precinct and the beautiful Semaphore Beach Portside is a progressive school in an exciting growth phase.

APPOINTMENT OF DIRECTOR OF ELC

Transform Early Learning Experiences at Our State-of-the-Art Centre

Portside Christian College ELC is seeking a Director to seize the opportunity to inspire learners, lead a warm and dedicated team and engage families in our innovative Early Learning Centre program.

You will lead in a brand new, state-of-the-art early learning centre and take the helm in shaping young minds and their learning environment. Our unique centre is designed to enable a dynamic Director to truly make a difference.

1. Ignite Learners: Drive educational excellence and foster a love for learning that lasts for a lifetime.
2. Engage Families: Build strong, meaningful relationships with families in a warm and supportive learning environment.
3. Share Your Faith at Work: Promote your values and principles, creating an enriching and inclusive atmosphere.

At Portside Christian College, you will become part of a dynamic learning community from ELC to Year 12. We believe every child is worthy of our best. You will be part of a team of leaders who offer support, challenge and collaboration – always seeking to improve.

Step into a role where your passion for education and leadership can inspire and make a real impact.

Details on how to apply are on page 10 of this booklet. We look forward to receiving your response.

Position Title	Early Learning Centre Director
Reports To	College Principal
FTE	1.0 FTE
Direct Reports	ELC Assistant Director, Administration team, ELC Learning Leaders, ELC Educators

Position Summary

The Early Learning Centre Director is directly responsible to the Principal for the day-to-day management and leadership of the Early Learning Centre in accordance with the College's Purpose and Values.

General Responsibilities

- Understand, and commit to, the College Vision, Purpose, Values and Statement of Faith.
- Act in accordance with all College policies and procedures, including the Staff Code of Conduct, and the Staff Handbook.
- Develop and maintain collaborative relationships with staff, students and parents.
- Actively contribute to the Christian life of the College community.
- Attend meetings, functions and extra-curricular activities as required.
- Participate in the College's ongoing Professional Learning opportunities.

Role & Responsibilities

- Provide a quality early childhood program from a biblical perspective which meets the needs of the children attending Portside Christian College Early Learning Centre and in line with the requirements of the National Quality Standards (NQS).
- Work cooperatively with staff, families and allied professionals to provide a safe, nurturing and stimulating environment for children attending the service.
- Plan, implement and evaluate an educational program that supports a holistic approach to the care and development of children ages 3 to 5.
- Engage in collaborative learning teams exploring and implementing the Reggio inspired approach to learning and nature pedagogy.
- Manage and communicate effectively with staff and volunteers including recruitment, development, review, pastoral care and rostering.

Role & Responsibilities

- Maintain the high standard of documentation of children's learning in accordance with the College's philosophies.
- Ensure the ELC adheres to the ELC's policies and procedures as well as the ELC's Quality Improvement Plan.
- Prepare and manage a budget in collaboration with the Principal and Business Manager and ensure that the ELC operates within the budget and monthly cashflow guidelines.

Desired qualifications of successful candidate

- A Bachelor/Diploma of Education or Early Childhood Education qualification, with previous experience working in an early childhood centre highly desirable.
- South Australian Government Working with Children Check.
- Current Senior First Aid qualification HLTAID012 (including Anaphylaxis and Asthma training).
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Training.
- Meet the requirements to serve as the Nominated Supervisor / Responsible Person within an education and care service as per the National Quality Frameworks Regulations.

Desired skills & abilities of successful candidate

- Able to lead, supervise and delegate duties to colleagues, students and volunteers.
- Experience working in early childhood services and demonstrated knowledge of relevant regulations, standards, frameworks and codes.
- Ability to embrace a nature pedagogy, our Reggio inspired approach to learning and to participate in pedagogical research and demonstrate reflective practice.
- Ability to maintain a high degree of financial accountability in managing purchasing and staffing decisions to align with budgetary requirements.
- Demonstrated understanding of inclusion, trauma support and positive behaviour guidance.
- Excellent verbal and written communication skills.
- Ability to develop and maintain collaborative relationships with students, staff and parents.
- Effective time management skills and ability to coordinate responsibilities to enable smooth and efficient running of the program.
- Ability to be innovative, enthusiastic and self-motivated.
- Ability to maintain confidentiality.
- Proficiency in digital technology.

PHILOSOPHY

OUR PHILOSOPHY

Equipping for life

We believe heart, head and hands bring connection.

OUR HEART, OUR BELONGING...

EVERY PERSON MATTERS EVERYDAY

- We hear every child and family's heart
- We listen with our eyes and our ears
- We value and create trust and safety
- We authentically practise kindness, agency, respect and responsiveness
- We nurture relationships so all can flourish

"Above all else, guard your heart, for everything you do flows from it." Proverbs 4:23 (NIV)

OUR HEAD, OUR BEING...

EVERY PERSON IS UNIQUE

- We embrace diversity
- We celebrate culture
- We are curious
- We are strong and flexible
- We value and respect our God-given gifts

"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you." Philippians 4:8,9 (NIV)

OUR HANDS, OUR BECOMING...

EVERY PERSON IS AN AGENT FOR CHANGE

- We learn best through play
- We learn through our connections with nature
- We are caretakers of God's creation
- We are ambassadors for sustainability
- We are responsible risk-takers
- We are always learning

"For we are God's masterpiece, He has created us anew in Christ Jesus so we can do the good things he planned for us long ago." Ephesians 2:10 (NLT)

OUR VALUES



Inspiring Learning

Learners are...

- Engaged, inspired, motivated and learning to learn.
- Curious, critical, reflective and creative thinkers.
- Engaged in differentiated programs with innovative teaching and learning.
- Exploring a relevant and future focused curriculum.



Igniting Faith

Learners are...

- Desiring to know and relate to a loving God.
- Confidently sharing and expressing faith.
- Modelling Christ-likeness.
- Engaged in a Christ-centred curriculum with a clear biblical narrative.



Caring *Courageously*

Learners are...

- Showing kindness, compassion and empathy in relationships.
- Contributing to a culture of wellbeing for self and others.
- Taking responsibility and act restoratively to others and the environment.
- Showing resilience and responsiveness and taking healthy risks.



Discovering Purpose

Learners are...

- Confident in understanding identity and cognitive, social and emotional development.
- Exploring opportunities to engage in real world projects and pathways.
- Developing talent, strengths and personality.
- Increasing capacity and developing effective leadership skill as changemakers.

SNAPSHOT

EARLY LEARNING CENTRE

Our Early Learning Centre provides a warm, nurturing and challenging environment for children from the age of 3. We use a Reggio Emilia approach in which the unique qualities and needs of the whole child are carefully considered in the day by day program.

Our Learning is ... We believe that each child is an active learner - it is their right to learn and their responsibility to contribute to others' learning. Our children create and represent their thinking in a myriad of ways while our educators respectfully capture, analyse and interpret children's ideas. We develop and expand our children's critical thinking and social emotional competencies through careful, intentional curation of learning spaces, experiences and shared language.

We are passionate about learning in our natural community spaces and beyond!

Our educators make these learning processes visible in many ways while considering all aspects of learning for each child. Our literacy program provides children with phonological awareness (the foundation for reading) and early writing skills. We deliberately plan numeracy experiences that build number sense, measurement and spatial understandings, mathematical processes and skills. Our children are scientists, designers, engineers, mathematicians, photographers, botanists, artists, musicians, chefs ... Our program ensures that every child transitions to school as a competent and capable learner.



EARLY LEARNING

EARLY LEARNING CENTRE CONT.

“A Village raises a child”

We believe that relationships are at the heart of our pedagogy. We aspire for our ELC community to be an extension of your own family and your community. We value partnering with families and building connections as this supports children's learning and development. At our ELC, all of our families are encouraged to be involved in their child's learning and to build relationships in our community.

We refer to each room as a 'neighbourhood' and our ELC community as our "ELC family". We embed this view through all aspects of our program.

Reggio Emilia Approach

Our integrated play-based program is influenced by the Reggio Emilia approach, which we interpret from a Biblical worldview within our local Australian context. This approach offers children the time and opportunity to explore, discover, question and predict as they wonder, imagine and create. We use Reggio principles to frame our thinking and learning approach, to observe what children know and are curious about, and to understand what challenges them.

The Reggio Emilia philosophy holds that children are taught by three protagonists: their parents, their teachers and their environment. It is the child's relationship with these three things that are foundational for their view of learning. This belief is integral to our own philosophy and practice, which is why we value relationships so highly.

Nature Pedagogy

“Nature pedagogy” is a term we use to describe how we embrace nature as a key way of working with children. We bring nature into our classrooms with plants and class pets and connect with outdoor spaces such as our play areas, frog garden, mangroves and excursions to local areas.

Early Years Learning Framework

The National Early Years Learning Framework frames our curriculum and guides our conversations.





APPLICATION

HOW TO APPLY

Position Description

Please refer to the Position Description on page 4 and 5.

Application Details

Applications for the position of Director of Portside Christian College Early Learning Centre should include the following:

- Full CV including qualifications and employment history
- Statements of:
 - Christian educational philosophy
 - Approach to leadership
 - Approach to learning
 - Details of current church involvement
 - Membership and involvement with community and/or professional organisations
 - Names, addresses and contact details for three confidential referees including:
 - Current Minister/Pastor
 - Current Principal/Director
- At the applicant's discretion the following could be provided: date of birth, nationality, marital status, family details and a recent photograph.

Applications (excluding the CV and cover page) should be kept to a maximum of four A4 pages.

The Selection Process

Following the close of applications, the College Principal will consider all applications and prepare a short list of candidates for interview commencing in June 2024.

INFORMATION

FURTHER INFORMATION



If you have any questions about this position, please do not hesitate to contact:

Belinda Elsegood
Human Resources
Portside Christian College
E: application@portside.sa.edu.au

CLOSING DATE:
FRIDAY 14TH JUNE
2024

Application Submissions
Applications should be sent to:

Belinda Elsegood
Human Resources
Portside Christian College
1 Causeway Road NEW PORT SA 5015
Email: application@portside.sa.edu.au



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