

Key Purpose

Portside Christian College is seeking an experienced, passionate Christian Educator to lead the Early Learning Centre (ELC) in the role of Early Learning Centre Director. The Centre is a Long Day Care Centre with an exceeding rating registered at 60 sessions per day, catering for 3-5 year old children.

The Early Learning Centre Director will lead and manage the ELC, build a positive team and learning culture that supports the development of each child. Our Reggio Emilia inspired Early Learning Centre focuses on the provision of enriched learning opportunities indoors and outdoors where God's world is explored. In our learning context, language, communication, social/emotional understanding, creativity, confidence, curiosity and care are developed and nurtured through everyday interactions.

A statement of faith and active Church membership are pre-requisites.

At Portside Christian College, we deliver:

- Teaching and Learning programs developed using the *Understanding by Design* curriculum framework from a biblical perspective.
- Professional, rewarding and supportive environment.
- Outstanding opportunities for professional development.

If you are committed to high quality teaching and learning, enjoy a challenge, and want to work alongside other professionals dedicated to quality outcomes for learners, then please apply.

Working Relationships

The Early Learning Centre Director reports to the Principal, liaising with the College's Business Manager, Deputy Principal of Primary, Human Resources and Finance administration staff.

Regular consultation is an essential part of the role, together with maintaining positive relationships with staff, families and children.

Essential Responsibilities

- Manage a high quality Early Learning Centre that reflects Vision, Purpose and Values of the College that models best practice teaching and learning.
- Develop a program, in consultation with staff, using the National Early Years Learning Framework (EYLF), whilst implementing practices from Reggio Emilia, Nature Play and play-based pedagogy from a Christian worldview.
- Coordinate and manage all matters relevant to the Early Learning Centre as well as model best teaching practice.
- Manage staff and volunteers including recruitment, development, review, pastoral care and rostering, aligned with College values.
- Ensure the Early Learning Centre adheres to the relevant Government policies and procedures, regulations and licenses and the Work, Health and Safety policies of the College.
- Provide a developmentally stimulating environment that reflects the diverse needs of children, families and the community.

- Manage ACECQA notifications, and maintain the Quality Improvement Plan.
- Communicate effectively with staff, students, parents the school community and manage external providers and services.
- Maintain the high standard of documentation of children’s learning in accordance with the College’s philosophies.
- Liaise with First Aid staff, Counsellors, and Learning Support staff and, where directed, other staff and professionals, in order to support referrals and planning for children with educational, medical and other needs.
- Liaise with the Deputy Principal of Primary and other relevant staff to coordinate transition from ELC to Foundation Program.
- Prepare and manage a budget in collaboration with Principal and Business Manager and ensure that the ELC operates within the budget and monthly cash flow guidelines.

General Responsibilities

- Implement best practice teaching and learning.
- Adhere to the College policies and procedures.
- Create an atmosphere of nurtured respect, kindness and learning through play.
- Develop and implement the Early Learning Centre’s curriculum, policies and procedures.
- Oversee the documenting, analysing and sharing of learning with parents.
- Nurture positive relationships with children, staff and families.
- Attend meetings, functions and extra-curricular activities as required.
- Participate in the College’s on-going Professional Learning opportunities.
- Work within Work, Health and Safety aspects of Portside Christian College.
- Sustainably source, manage and organise appropriate resources at all times.
- Participate in membership of the REAIE Network Group, AISSA and CSA.

Qualifications and Experience

- Bachelor or Degree in Early Childhood Education and/or Diploma in Children’s Services approved by ACECQA.
- A personal commitment to the vision, purpose and values of Portside Christian College and Statement of Faith.
- Active involvement in a Christian Fellowship.
- Working with Children Check (WWCC).
- Senior First Aid (HLTAID004), CPR, Anaphylaxis, Asthma Certification.
- Responding to Abuse and Neglect – Education and Care (RAN-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 Essential criteria.

Selection Criteria

1. Demonstrated capacity for successful Early Learning Centre Leadership and Management and to inspire and build a collaborative team.
2. Sound understanding of National Quality Framework and the Early Years Learning Framework (EYLF).
3. Demonstrated understanding of an emergent, play-based learning in line with the EYLF and incorporating the principles from Reggio Emilia, and Nature Play pedagogy.
4. Ability to maintain a high degree of financial accountability in managing purchasing and staffing decisions to align with budgetary requirements
5. Demonstrated understanding of inclusion, trauma support and positive behaviour guidance.
6. Demonstrated warm and relational communication, professionalism and high degree of self-management.
7. A commitment to ongoing professional learning.

Applications are to include the following:

- Cover letter, maximum 1 page.
- Curriculum Vitae outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information.
- Completion of the **Portside Christian College Application for Employment – Teacher** available on our website at www.portside.sa.edu.au under the *Employment* heading.
- Written response to the above selection criteria, maximum 1500 words.
- **Applications are to be received by Monday, 19 July, 2021 at 9am.**

Applications should be addressed to:

Mrs Belinda Elsegood
Human Resources
Portside Christian College
Email: Application@portside.sa.edu.au

Mrs Belinda Elsegood
Human Resources
Portside Christian College
PO Box 6188
West Lakes Shore SA 5020