



Position Description

Position Title:	Early Learning Centre Coordinator
Reports to:	Principal via Head of Junior School
Date:	January 2018

Introduction

Oakleigh Grammar School is a medium sized School for both boys and girls. Oakleigh Grammar offers high quality educational programs across a wide spectrum of academic ability. There is an emphasis on personal excellence and on continuous improvement. The underlying ethos of Oakleigh Grammar seeks to develop sound Christian values, which will equip students with the appropriate wisdom, attitudes, skills and knowledge to lead a fulfilling and productive life in which service to others is a key aspect.

The Early Learning Centre (ELC) is inspired by the internationally renowned Reggio Emilia philosophy. Our students are viewed as being strong, capable and competent who are resilient and valued members of the centre's community, actively contributing to the day to day decision making process. We believe children have a unique way of seeing the world around them, with a strong sense of wonder and curiosity evident in daily life.

We believe play and exploration form the foundation for children's ongoing learning. Students are encouraged to use all their senses to build their understanding of the world through hands on, concrete experiences, catering for all learning dispositions and motivating learners to learn together. Educators respectfully work alongside students to build confidence and optimise learning opportunities that arise during the day, supporting them to develop to their full potential in a meaningful way. All educators are knowledgeable about best practice for Early Years education, based on the Early Years Learning Framework (EYLF). The environment is stimulating and inviting, to provide many opportunities for students to be critical thinkers about what they know and understand and how their knowledge links together.

The importance of strong partnerships between Oakleigh Grammar Early Learning Centre staff and all our families is recognised and nurtured at all opportunities. Learning moments are collected and celebrated through learning stories and daily reflections, with family input seen as being an important part of this process.

Position and Responsibilities

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This position assumes a significant level of autonomy. The position reports directly to the Head of Junior School on the broad range of activities in the Early Learning Centre, for which the position is responsible.

The desired applicant will display:

- Strong professional written and verbal communication skills
- A thorough understanding of, and an insight into, current quality teaching and learning practices in Early Childhood Education
- Sensitivity to the needs of all staff, children and their families
- An ability to provide a secure and stimulating environment
- Knowledge and facilitation of the Early Years Learning Framework, Reggio Emilia Philosophy and National Quality Framework
- Knowledge and facilitation of the Quality Improvement Plan and the Rating and Assessment accreditation process
- Proven leadership in an Early Childhood facility

The desired applicant will have:

The desired applicant will be a passionate educator who will lead our children to experience the richness of the Australian culture.

The Early Learning Centre Coordinator has the responsibility of modelling exemplary teaching practice based on the Reggio Emilia Philosophy. The person appointed could have a teaching load of up to 0.6FTE, negotiable.

Position and Responsibilities

Qualifications:

- Bachelor's Degree in Early Years Education
- Experience working as an Early Childhood Teacher
- Current Victorian Institute of Teachers Registration
- Current First Aid, Anaphylaxis Management and Asthma Management Qualifications

Key Accountabilities

- Willingness to act as an educational leader and nominated supervisor for the ELC
- Create a safe, welcoming supportive and informative environment for all members of the ELC community
- Ensure compliance with all Federal, State and local regulations and licensing requirements, including the maintenance of all relevant policy and procedure documents
- Ensure maintenance of all administrative procedures on an ongoing basis
- Maintain reporting procedures linked to government payments, through the competent use of the Qikkids childcare management system program
- Ensure a high standard of hygiene is maintained, in compliance with Centre procedures and policies
- Oversee the administration of first aid or medication processes, in compliance with Centre procedures and policies, along with the management of any medical conditions at the Centre
- Ensure that buildings, grounds, equipment and resources are respected and maintained to an optimal level of safety
- Manage the ELC budget, with focus on ongoing purchase of appropriate resources reflective of the Philosophy for the Centre
- Manage daily rostering requirements for the ELC, including organisation of the cover of short call or planned leave for ELC staff
- Exercise a high degree of diplomacy and confidentiality
- Ensure that children are safe and appropriately supervised at all time, including timetabling and rostering as required
- Establish understandings of agreed terminology and programs based on key Centre Goals developed using the Centre's Quality Improvement Plan, Philosophy and the National Quality Framework
- Supervise and effectively communicate and collaborate with the ELC staff team to encourage the development of quality learning programs throughout the Centre
- Provide support for the ELC staff team in relation to communication with parents on all matters
- Provide detailed information for teaching staff at the start of the academic year as part of the induction process and maintain up to date staff records
- Plan, implement and evaluate learning and play-based programs using a consistent programming cycle suitable to the individual needs and interests of children, guided by the Reggio Emilia Approach and ELC Philosophy
- Effective support of all ELC staff, in relation to both Centre and individual focused professional development needs, through the maintenance of the Centre's annual performance appraisal system
- Collaboratively facilitate efficient and effective Centre meetings/briefings to support desired goals
- Efficient and effective monitoring of all learning and development programs being offered at the ELC
- Maintain strong links between the ELC and the School, with consistent liaison about ELC participation in Whole School initiatives
- Support and facilitate agreed schedules of events supporting vital transitions within the Junior School
- Maintain and oversee the transition of ELC students to the Prep Year, in collaboration with the Head of Junior School
- Oversee and facilitate effective orientation processes into the ELC, including the collection of all documentation linked to the enrolment process for all children in the ELC, with the Admissions team

- Conduct tours of the ELC as required
- Concise and insightful reporting to the Head of Junior School of current status and future possibilities
- Facilitate ELC events including scheduling, planning and implementation of day to day and major events in the ELC and School Calendar, including end of year celebrations
- Coordinate parent information evenings, interviews, reporting sessions and open mornings
- Regularly contribute to Oakleigh Grammar parent communication, including Grammar News, Facebook and Latest News contributions
- Collaboratively facilitate the development of the Out of School Hours Program with the Out of School Hours Care Coordinator
- Undertake other duties as directed from the Head of Junior School and Senior Leadership Team

Promote the Health and Safety of all Staff and Students

- Assist with the development of operational policies and procedures as set down by the National Quality Standards, the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and Early Years Learning Framework and make sure daily practices are in accordance with these requirements
- Support and comply with relevant Oakleigh Grammar legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy.

Early Learning Centre Coordinator

Child Safe School

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

1. Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
2. Commit to the School's child safe school policies and procedures which include:
 - **Child Safe Policy**
 - **Mandatory Reporting Policy**
 - **Staff Professional Boundaries Policy**These policies can be viewed on the School website at <http://www.oakleighgrammar.vic.edu.au/policies-and-procedures/>
3. Take part in child safe school training each year.