



LEIBLER YAVNEH COLLEGE – POSITION DESCRIPTION

1	TITLE:	Head of Early Learning Centre
2	RESPONSIBLE TO:	College Principal
3	LIAISON WITH:	Senior Management Team, staff, parents and students
4	QUALIFICATIONS:	Qualified 4-year training in Early Childhood Education. Experience in the NCAC Accreditation Process
5	CONDITIONS OF EMPLOYMENT:	As per contract of employment
6	HOURS/DAYS OF DUTY:	Full time
7	LOCATION:	81 Balaclava Road, Caulfield, 3161

The Head of the Early Learning Centre, is responsible for ensuring the ELC adheres to the Department of Early Childhood & Education regulations 2009 and the principles of the National Childcare Accreditation Process.

8. KEY SELECTION CRITERIA

- interpersonal and communication skills
- well-developed written and verbal communication skills
- well-developed leadership skills
- a highly developed capacity to motivate staff, develop their talents and build an effective team
- a clear capacity to foster a learning environment that takes account of the individual needs of students and helps them to develop their special abilities and talents
- an ability to work with parents and the community to develop a strong learning environment.

9. RESPONSIBILITIES

Administration

- assist in preparation of ELC budget and controls expenditure to ensure compliance
- assess materials, resources, facilities and equipment requirements for ELC
- liaise with the Children's Services Advisors and the Department of Early Childhood and Education

- develop systems, procedures and policies to ensure that the education and care of the children is consistent with regulations as outlined by the department & criteria as outlined by the NCAC
- complete all department of Early Childhood and Education's forms as required.
- complete and maintain the NCAC Accreditation self study and other relevant documentation
- plan rosters for staff and maintain ratios

Staff management

- recruit staff as required
- organise relieving staff to cover absentees
- organise orientation of new students
- monitor attendance rolls
- co-ordinate, support and guide staff in the areas of:
 - programming planning and delivery
 - program differentiation
 - individualisation of student needs
- maintain current best practice in emergent and core curriculum with play-based child centred focus
- conduct weekly staff meetings to discuss policy and planning for individual children and group learning outcomes
- facilitate Professional Development in areas of need
- ongoing support of staff in reaching professional goals
- mentor staff to facilitate motivated, high quality performance
- monitor staff performance both formally and informally
- liaise closely with Head of Jewish Studies and ensure effective implementation of Jewish Studies program

Communication

- plan and hold Parent Accreditation Sub-committee Meetings
- contribute weekly items to *Kesher*
- contribute monthly reports to College Executive
- ongoing communication with parents to manage issues in-house
- facilitate parent/teacher meetings
- promote ELC enrolments by conducting tours and marketing through informal education-based discussions with potential parents

General management

- develop Kinder to Prep transition program (together with Head of Primary General Studies)
- attend enrolment interviews
- assess children's level of development in order to ascertain the developmentally appropriate placement
- research and facilitates excursion / incursions as developmentally appropriate
- co-ordinate auxiliary teachers and staff members including therapists, specialist teachers and professional consultants
- ensure College security systems are functional and effective: guards, electronic surveillance
- prepares and maintains College evacuation plans
- ensures Security for after hours events
- attend Early Childhood Network meetings
- access external services