

# Position Description

## Assistant Head of ELC Operations

<b>Position Title:</b>	<b>Assistant Head of ELC Operations</b>
<b>Reporting to:</b>	Head of ELC Operations Mount Barker
<b>Tenure:</b>	Permanent
<b>Salary range</b>	\$92,000
<b>Full Time Equivalent (FTE):</b>	1.0
<b>Location:</b>	St Francis de Sales College, Mount Barker
<b>Centre Occupancy:</b>	80 places Catering for children aged 6 months to 5 years
<b>Centre Opening Times:</b>	7.00am – 6.30pm
<b>Leave Arrangements/Working Weeks</b>	<p>Four weeks paid annual leave plus additional paid Christmas leave* (between Christmas and New Year). Annual Leave entitlement must be taken during the end of year close down period. Remaining leave to be pre-approved in advance and taken during times consistent with operational requirements.</p> <p>*Note: Christmas leave is not annual leave and therefore does not attract leave loading.</p> <p>Other leave provisions in accordance with National Employment Standards (NES).</p>
<b>Professional Development and Allowances:</b>	Relevant professional learning and approved work-related expenses and allowances are available, as applicable.
<b>Expected Commencement:</b>	ASAP
<b>Annual Performance Review:</b>	Required to reflect on work and set achievable goals

## BACKGROUND

The Alive Catholic Early Learning Centre at Mount Barker is an architecturally designed early learning centre that caters for children from 6 months to 5 years of age. The early learning centre is co-located with St Francis de Sales College, which caters for children from Reception to Year 12.

The Alive Mount Barker centre is one of two centres owned and operated by Catholic Church Early Years Incorporated, with the other centre located at Hove, on the site of McAuley Community School

As an early learning centre, Alive provides **the foundation for each child's learning journey**, by being **deeply aware of** and **responsive to human needs** because we are **committed to supporting** the people of our **community** to be the **fullest version** of themselves.

## BROAD PURPOSE

*In partnership with families and the local Catholic School, Alive Catholic Early Learning builds strong and supportive communities, which celebrate and strengthen the unique learning capability of each child, underpinned by our values of connection, inclusion, faith, responsibility and integrity.*

The Assistant Head of ELC Operations of Alive, Mount Barker, is accountable for administrative and operational aspects, including but not limited to curriculum leadership and development, enrolments, reporting and stakeholder engagement, with support from service stakeholders (e.g. Finance, Human Resources, Payroll, Marketing and Consultants based in the Catholic Education Office), as applicable.

There is an expectation that you will demonstrate effective knowledge of the National Quality Framework and embed this understanding in your practice. As Assistant Head of ELC Operations you will be expected to uphold Catholic identity through effective relationships and within the learning program and practices of the centre.

*As specialists in early childhood education, we create an inclusive and innovative learning environment. To achieve this, we employ Educators who are passionate about the growth and development of children and enjoy being a part of a positive team environment where all staff are valued and supported.*

## KEY RELATIONSHIPS

- The Assistant Head of ELC Operations is directly accountable to the Head of ELC Operations Mount Barker.
- Established positive relationships with families and all key stakeholders.
- Liaison with stakeholders who support the financial, human resource, ICT, planning and development functions is expected.
- Working relationships include all centre staff and the Leadership staff of the other centre.

- The Assistant Head of ELC Operations is expected to work in collaboration with the Principal of St Francis de Sales College and relevant staff to promote an integrated ELC-Year 12 learning and wellbeing community.

## KEY RESPONSIBILITIES

### Curriculum and Learning

- Co-ordinate educational programs including working with the Educational Leader to implement and critically reflect and implementation of contemporary practices.
- Review and implement curriculum that is consistent with the National Quality Standards, the Early Years Learning Framework and the educational approach of Reggio Emilia, to ensure the delivery of high quality and innovative practice.
- Plan and lead service programs including transitions, literacy initiatives, allied health services, community events, etc.
- Manage the induction and mentoring of staff and student placements.
- Lead, deliver and source professional learning and development opportunities.
- Liaise with the Principal and Reception teachers regarding the transition of children, class placements and information dissemination when required.
- Evaluate the effectiveness of learning and teaching using research and workplace knowledge about how children learn, to ensure differentiated programs for the specific learning needs of children across the full range of abilities.

### Enrolments

- Manage enrolment enquiries, including waitlists, booking tours, conducting interviews and undertaking the enrolment process.
- Support the achievement of enrolment targets
- Coordinate the on-boarding of new families including administration and orientation visits

### Finance

- Management of Child Care Subsidy payments
- Management of invoices and payments, ensuring that payments are up-to-date
- Monitor budget performance in collaboration with the Head of ELC Operations Mount Barker
- Provide weekly financial reports to CCEY and Catholic Education Office representatives

### Administration

- Be the first point of contact for all incoming enquiries, including support for mobile apps
- Provide full effective administration support to centre staff
- Oversee all official correspondence from relevant staff ensuring all correspondence meets required standards and reflect the Alive values and ethos.
- Implement, maintain and improve Centre administration processes that support and enhance CCEY priorities and processes
- Maintain the Xplor database and coordinate parent accounts
- Maintain all staff, volunteer and student records and ensure regulatory compliance
- Maintain all centre stock and supply levels within budget limitations
- Manage administration areas, meeting rooms and staff area, ensuring a positive image is presented at all times

- Under the direction of the Head of ELC Operations Mount Barker, assist with general social media activities including assisting in the regular publishing of content and images/video and other centre-based marketing initiatives, as applicable
- Assist with the organisation of centre-based events for families and staff
- Administer the ongoing maintenance schedule requirement of the Centre, under the general direction of the Head of ELC Operations Mount Barker

## Compliance

- Prepare and co-ordinate periodic governance and legislative reporting
- Monitor and review data to inform continuous improvement and implement approved initiatives

## General

- Carry out other duties as requested by the Head of ELC Operation Mount Barker (or delegate)

## Professional Conduct and Learning

- Maintain appropriate levels of confidentiality
- Comply with all Centre policies and procedures
- Interact with others in a respectful and professional manner
- Ensure all communications reflect the Centre's values and professional nature of the role
- Work within the National Quality Framework, the Code of Conduct, the Early Childhood Australia Code of Ethics, the Service philosophy, policies, procedures
- Contribute as a positive and effective team member
- Engage in the Centre's professional learning
- Participate in performance review processes
- Attend and contribute to staff meetings and other staff events
- Undertake all required training and certification to fulfil legislation, policy and CCEY and/or the Centre's needs
- Uphold the Vision, Mission and Values of Catholic Church Early Years Incorporated and professionally represent Alive, as required.

# PERSON SPECIFICATION

## Knowledge and skills required

- Demonstrated ability to establish effective relationships with staff, children and parents, based on effective communication, mutual respect, trust and collaboration.
- Demonstrated effective leadership skills in administration, planning and programming.
- Demonstrated ability to work collaboratively, as a leader and team member.
- Demonstrated interpersonal skills with extensive written and verbal communication skills.
- Demonstrated initiative and effectively manage competing priorities
- Contemporary knowledge of the Early Years Learning Framework and Early Childhood development.
- Demonstrated ability to facilitate continuous improvement using best practice processes.
- Demonstrated ICT skills relevant to an early learning setting.
- Demonstrated ability to contribute to the Catholic identity of the early learning centre.

## Essential experience

- Experience in a comparable leadership position within a school or early learning centre.
- Experience in effectively managing conflict and using effective problem solving strategies when working with parents, staff and children.
- Experience as an effective Early Childhood Educator or Teacher.
- Working knowledge of the educational approach of Reggio Emilia.

## Qualifications

- Approved ACECQA qualification (Diploma level at a minimum)
- Current Working with Children Check (or DCSI equivalent).
- Child Protection Qualification: Responding to Risks of Harm, Abuse and Neglect – Education and Care.
- ACECQA approved First Aid qualification.
- Current drivers licence.
- Maintain vaccination against, or prove ongoing immunity to, COVID-19 and other diseases as specified by the Employer, or provide an accepted, authorised exemption to same.

## Workplace Health and Safety (WHS)

You must always comply with all Workplace Health and Safety and fitness for work requirements.

- Understand and administer emergency management procedures as required
- Escalate issues to the Head of ELC Operations Mount Barker and collaborate to develop and implement actions to resolve and prevent re-occurrence of incidents
- Assist the Head of ELC Operations Mount Barker as required to administer, implement and maintain the Centre's Work Health and Safety Management and Return to Work systems
- Uphold the strict maintenance of the Centre's duty of care to children and their families

As a Worker, while at work –

- take reasonable care for their own health and safety
- take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as is reasonable, with any reasonable instruction given by the employer
- co-operate with any reasonable policy or procedure that is related to health and safety.

\*\*Responsibilities are subject to revision in accordance with role requirement and legislative change.

Document Owner  
Version  
Authorised By  
Version Date

Alive Catholic Early Learning  
1  
Director – Governance, Quality and  
Assurance  
12 August 2024

Entity  
Status  
Document ID

Catholic Church Early Years Inc  
Approved  
Position Description