

ASSISTANT DIRECTOR (EDUCATIONAL LEADER)

Status:	Full Time (Year Round) – Maternity Leave Contract (19 October 2020 – 17 December 2021)
Location:	Burgmann Anglican School Early Learning Centre
Reports To:	Early Learning Centre Director
Award/EA:	Burgmann Anglican School Early Learning Centre Agreement 2020
Qualification:	Early Childhood Teacher (ECT) Degree or equivalent as determined by ACECQA

Burgmann Anglican School Early Learning Centre, managed by Burgmann Anglican School, provides education and care for children from 6 months to 3 years on the grounds of the Valley (Gungahlin) Campus.

Burgmann Anglican School prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care for children and students, along with their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

POSITION OBJECTIVE

Assist the Early Learning Centre Director to provide strong leadership in the development and implementation of programs and ensure compliance with the National Quality Framework at all times. Provide ongoing support and assistance in all areas of daily operational requirements and develop positive partnerships and relationships which support families and the Burgmann Anglican School community.

The focus of the Assistant Director (Educational Leader) role is to inspire, lead, mentor and guide Early Childhood Teachers in providing children with high quality education and care programs designed to meet the individual and group needs in accordance with the National Quality Framework (NQF), Burgmann Anglican School Early Learning Centre policies and procedures and other relevant regulatory and/or funding bodies. The role also provides non-contact cover for Early Childhood Teachers, supporting programs and routines through a shared approach to achieving the best learning outcomes for children, effectively uniting teams of educators and working towards a consistent approach to curriculum.

APPLICATIONS

Applicants should provide the following documents by email to employment@burgmann.act.edu.au:

The Principal
Burgmann Anglican School
4 The Valley Avenue
GUNG AHLIN ACT 2912

- Covering letter, addressing the selection criteria, outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript (if applicable)



BURGMANN ANGLICAN SCHOOL
ABN 32 451 688 039 ARBN 094 341 607

EARLY LEARNING CENTRE
4 The Valley Ave, Gungahlin ACT 2912
t 02 6210 3100
e elc@burgmann.act.edu.au
w www.burgmann.act.edu.au

- Working with Vulnerable People registration
- Details of three professional referees, preferably one referee should be the applicant's current minister

Applications close: Monday 21 September 2020

KEY RESPONSIBILITIES

QA1 Educational Program and Practice

- Lead Early Childhood Teachers to plan, implement, assess and review a high quality and diverse educational program based on the Early Years Learning Framework (EYLF) with references to the National Quality Standard (NQS), considering developmental needs, interests and abilities of all children attending the services.
- Lead educators to actively support every child to participate in the program and ensure the program promotes children's agency choices and influence.
- Guide educators to deliver effective and valuable documentation of children's learning in accordance with the Centre philosophy, the Quality Improvement Plan and the EYLF outcomes.

QA2/QA3 Children's Health and Safety & Physical Environment

- Provide a healthy, safe and welcoming environment and ensure that educators are actively engaged with children at all times.
- Conduct regular audits to ensure staff and children effectively utilise health and hygiene practices including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.

QA4 Staffing Arrangements

- Guide and support educators to build capability through mentoring and support, contributing to the professional growth of others through:
 - accurately and meaningfully documenting children's experiences, discussing how this information can be used to extend the children's learning.
 - employing a diverse range of teaching strategies, including intentional teaching and reflective practice in daily activities.
- Be responsible for the day-to-day supervision of staff for which you are directly responsible.
- Share housekeeping tasks of preparation, packing, hygiene and safety related to the program with other staff.
- Participate in an annual performance development review process.
- Keep abreast of current issues relating to the provision of children's services and liaise with relevant early childhood services and other professional services and organisations within the community.
- Assist with the orientation of new staff.

- Participate in the formal appraisal of staff for which the position is responsible.

QA5 Relationships with children

- Develop and sustain strong and respectful relationships with all children.
- Provide professional development and guidance to educators on managing challenging behaviour so as to adhere to the UN convention of the rights of children.
- Work with educators to develop a clear picture of the child as a capable and competent learner, creating optimal relationships with children.

QA6 Collaborative partnerships with families and communities

- Establish and maintain links with both the school and local communities, resource agencies, government authorities, and other relevant organisations.
- Actively encourage parental involvement in developing and implementing the program of the Early Learning Centre.
- Provide regular information about the program, the operation of the Early Learning Centre and child development for parents in the form of newsletters, posters and notices.
- Communicate with parents about their child's development and progress at the Early Learning Centre.

QA7 Governance and Leadership

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the Early Learning Centre.
- Lead and promote the understanding of the NQF, NQS and EYLF within the Early Learning Centre.
- Develop, maintain and support respectful, supportive, collaborative and responsible relationships with staff across all area of Burgmann Anglican School.
- Develop and sustain positive relationships with the Children's Education and Care Authority.
- Provide leadership while working as a member of a cooperative team and encourage staff who are involved in the program to contribute to the planning and implementation of the educational program.
- Work cooperatively with Burgmann Anglican School management and all staff to ensure the Early Learning Centre operates in a safe work environment and that staff follow safe work practices.
- Attend staff meetings to facilitate effective communication, internal staff development and discussion on management and programming for the Early Learning Centre.

GENERAL RESPONSIBILITIES

- In undertaking all duties, work in accordance with the requirements of:
 - The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011;
 - The National Quality Framework (NQF);

- The principles, practices and outcomes detailed in the Early Years Learning Framework;
 - Early Childhood Australia’s Code of Ethics; and
 - Burgmann Anglican School Early Learning Centre’s philosophy, policies and procedures.
- Be actively involved in the development and implementation of Burgmann Anglican School Early Learning Centre’s Quality Improvement Plan.
 - Provide educational leadership within the Early Learning Centre.
 - Build trusting professional relationships with the educators through successful monitoring, mentoring and support.
 - Other duties as directed.
 - Operate in a professional manner at all times.

SELECTION CRITERIA

1. High level knowledge of the National Quality Framework and Standards and the Early Years Learning Framework with a demonstrated commitment to the implementation of these processes. Working knowledge of all statutory requirements, regulation and legislation relating to the provision of Education and Care Services.
2. Proven leadership and coordination skills, including the demonstrated ability to successfully supervise team members in order to achieve quality client and organisational outcomes within time and cost limitations.
3. Highly motivated and committed individual with an ability to work independently and in a team environment.
4. Excellent oral, written and interpersonal communication skills, including the ability to liaise effectively with a variety of stakeholders.
5. Demonstrated ability to analyse complex ECEC practice issues and to effectively contribute to the development of and supervise the implementation of strategies to address these issues, including supporting best practice through demonstrated application of a knowledge of early childhood development, pedagogy and learning frameworks to enable continuous quality improvement.
6. Demonstrated ability to provide ongoing support to the Early Learning Centre Director and/or Nominated Supervisor in all areas of administrative procedures, curriculum development, family and community liaison and staff professional development.
7. Effective problem solving and negotiation skills.
8. Demonstrated experience in guiding the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
9. Demonstrated ability to develop and maintain culturally appropriate relationships with a diverse range of services providers, internal and external stakeholders by encouraging and recognizing the value of such diversity.
10. A sound understanding of Work Health and Safety legislation and its implication to ensure a safe and healthy work environment in education and care services.

MANDATORY REQUIREMENTS

- Bachelor of Education (Early Childhood) or equivalent approved by ACECQA (or working towards)
- A current Working with Vulnerable People (ACT) card
- First aid training as prescribed in the Education and Care Services National Law Act 2010
- Asthma and Anaphylaxis Management training
- Food Safety, Handling and Hygiene training (as applicable)