

JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

Early Learning Centre (ELC) Team Leader

Purpose Statement:	We inspire and equip students to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values.
Culture:	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
Position Title:	Early Learning Centre (ELC) Team Leader
Tenure:	Refer to Employment Contract
Hours of Work	Full-time (38 hours per week as rostered with 6 weeks annual leave + 4 weeks leave loading)
Position Classification:	Lutheran School Officer (Curriculum Stream) Grade 5 Level 1 Lutheran Schools NT collective Agreement 2021 or its replacement
Working Relationships:	<ul style="list-style-type: none"> • Responsible to the Principal through Head of Junior School • Takes direction from Head of Junior School • Professional interaction with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College.
Direct Reports	<ul style="list-style-type: none"> • ELC Educators
Special Conditions:	<ul style="list-style-type: none"> • Current NT Working With Children Clearance (Ochre Card) • The successful applicant will need to provide a satisfactory recent National Police Check prior to commencement. • Inherent physical requirements of adequate strength, mobility, vision and hearing to perform first aid duties • Work across campuses maybe required

Role Description

Position Summary (summary of the position in relation to the College's goals)

Within the parameters of Lutheran Education Australia (LEA), the College Purpose Statement and the Strategic Plan 2020-2026, the ELC Team Leader will ensure an effective and meaningful learning environment is created, sustained and continuously improved.

The ELC Team Leader will work cooperatively and collaboratively with all staff members and the community, and actively contribute to the ethos of the College. The Team Leader will provide long day care programs for children aged 3 and 4 years in line with the National Quality Framework (NQF) and Early Years Learning Framework (EYLF).

As a leader in a Lutheran school, the ELC Team Leader will deliver a program that aligns with the foundation of Lutheran Education, the gospel of Jesus Christ, which informs all learning and teaching, all human relationships, and all activities.

The ELC Team Leader should model their leadership on the College Purpose and the LEA Growing Deep Leadership and formation framework.

The ELC Team Leader should be discerning and reflective, deeply committed to understanding the College's educational framework, in order to accompany staff and students at the College on their holistic journey.

The ELC operates for 50 weeks of the year with a two-week stand-down period in December/January.

Extent of Authority

- Work autonomously to deliver an appropriate and relevant instructional program exercising discretion and judgement within specified guideline and standards in order to meet the requirements of the role
- Work collaboratively with other members of the College staff to ensure the successful delivery of curriculum
- Responsible for the safety, wellbeing, and academic progress of all students in their care

Key Responsibility Areas (KRAs)

Working Relationships

The ELC Team Leader will work collaboratively with the ELC Teacher to develop an ELC culture in which

- The gospel of Christ is celebrated
- Children have the opportunity to think, explore and learn
- Child agency is embraced and promoted
- ELC Educators are supported to be effective and fulfilled within their roles in a collaborative environment
- Parents and caregivers feel valued and respected

Statement of Learning Principle

The following principles guide our approach to learning, pedagogy and practice;

- The learning environment is safe and supportive where children are encouraged to build self, social, emotional and spiritual capacity
- Learning is based in evidence and best practice and is engaging, developmental and differentiated to meet each child's need
- Learners are encouraged and supported to be creative, persistent and resourceful in their approach to exploring and developing skills
- Learning capacity to think deeply, critically and creatively is enhanced through purposeful inquiry, problem solving and curiosity.

Key and General Responsibilities

The ELC Team Leader primarily will be responsible for:

- Collaborating with educators and the ELC Teacher and providing curriculum direction and guidance
- Supporting educators to effectively implement the cycle of planning to enhance programs and practices
- Leading the development and implementation of an effective educational and wellbeing program in the ELC long day care and holiday care program
- Ensuring children's learning, development and wellbeing is guided by the learning outcomes of the Early Years Learning Framework, the Primary Years Program and the SEARCH Framework
- Guiding and developing educators' and families' understandings about play based learning and the significance of the early years in the education continuum for children
- Building the knowledge, skills and professionalism of educators
- Building a culture of professional inquiry with educators, coordinators and staff members to develop professional knowledge, reflect on practice and generate new ideas.
- The day-to-day supervision of staff performing duties related to the group's for which the position is directly responsible for
- Attending staff meetings to facilitate effective communication, internal staff development and discussion about the program plan
- Working in a cooperative manner with the Leadership team to ensure open communication regarding employment, management, finances, program and regulatory requirements of the ELC
- Supporting the Head of School including the provision of relevant information to ensure the centre meets all regulatory and funding requirements
- Managing administrative tasks relating to the ELC including but not limited to the:
 - rostering and scheduling of staff
 - managing of bookings and fees
 - liaising with the enrolment's office

Other Duties

- Deliver the pastoral, curricular and extracurricular programs in line with the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that align with the college's objectives
- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required.
- Participate in performance reviews and assessments as required
- Operate a yearly budget – advised at the commencement of the school year.
- Assist the ELC teacher to ensure the ELC complies with licencing and other accountability requirements in accordance to the NQF

- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report and concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Apply the principles, purposes and practices of Growing Deep, the Lutheran Education leadership and formation framework, to your role at the College
- Perform other duties and responsibilities as assigned by their Head of School.

Employee Specifications

Educational & Qualifications

- Diploma in Early Childhood Education and Care or equivalent (minimum requirement)
- Certificates in First Aid (HLTAID004) & Asthma and Anaphylaxis

Experience and Knowledge

- Previous ELC Leadership experience is preferred
- Experience in the use of Spike is preferred
- A sound understanding of the principles of Lutheran educations (highly desirable)
- Understanding of, and experience in the application of Restorative Practices (highly desirable)
- Demonstrated experience and ability to work independently and as part of a team, developing, establishing, implementing, and monitoring learning and curriculum
- Demonstrated experience supporting, instructing, monitoring, and encouraging students to achieve their full potential and develop their God-given abilities
- Knowledge of, and experience in using information technology relevant to the teaching, learning and management of a ELC and the adaptability to learn new programs
- Demonstrated experience and ability to provide mentoring and guidance to educators of varying abilities and learning styles
- Demonstrated experience in effective administration, planning, and programming
- Demonstrated experience in establishing effective working relationships with staff, students and parents
- Experience in, and passionate about working with and supporting young people on their journey through early years education

Administration

The ELC Team Leader will

- Implement the policies, procedures and operational practices of the ELC and Good Shepherd Lutheran College
- Assist with maintenance of ELC resources, collections, materials and equipment
- Operate a yearly budget – advised at the commencement of the school year

- Assist with administrative tasks as required by the ELC Head of School
- Assist the ELC Teacher to ensure the ELC complies with licensing and other accountability requirements in accordance to the National Quality Framework (NQF)

Skills and Abilities

The ELC Team leader has an influential role in inspiring, motivating, affirming and also challenging or extending the practice and pedagogy of educators. It is a joint endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families. The ELC Team Leader will be required to demonstrate the following attitudes and skills;

- Knowledgeable about theories, pedagogy and the relevant learning frameworks
- Knowledgeable about the National Quality Standards (NQS) and related regulatory standards
- Skills and capacity to deliver the pastoral, curricular and extracurricular programs in line with the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that aligns with the college's objectives
- Highly developed organisation skills and a proactive approach to problem solving
- Strong oral and written communication skills
- Excellent time management skills
- Ability to work independently and as part of a team, initiating, adapting to, and managing change
- Accepts responsibility and is self-motivated
- Strong work ethic to achieve college goals
- Manage highly confidential information with discretion and integrity
- Demonstrated ability to inspire and enthuse others and to deliver and accept feedback in respect to the effectiveness of one's endeavours, and the achievement of goals

Relationships and Professional Learning

The ELC Team Leader will

- Liaise with other ELC and Good Shepherd staff and other Early Learning professionals
- Develop professional relationships with parents and staff
- Participate and contribute to staff meetings on a regular basis
- Liaise with parents as required regarding ELC operations, policies and procedures and other relevant information
- Demonstrate flexibility and ability to work cooperatively with colleagues
- Support behaviour modification programs for children when necessary, in consultation with the ELC teacher