

SUCCESS PROFILE

Director of Early Childhood Education and Care Centre



METHODIST
LADIES'
COLLEGE

Vision:	An international leader of holistic learning and teaching
Mission:	Mentoring motivated learners to choose purposeful futures
Values:	Integrity, Mastery, Enterprise and Justice

Per Ardua Ad Alta - through striving to the heights

Reports to:

Head of Early Years' Education

Role Purpose:

To assist the Principal to achieve the intent of the College's Vision, Mission and Values, and successfully implement and manage the Early Childhood Education and Care Centre (ECECC)

Role Overview:

The Director of the ECECC will oversee the daily operations of the Centre. They will lead, guide and support a professional team, providing high quality education and care to children aged 6 months to 3 years.

Top 7 Professional Skills and Competencies:

- Relevant qualifications in the field of Early Childhood Education and Care
- Demonstrated achievement as a highly accomplished practitioner in the Early Childhood Education and Care sector
- Proven ability to develop and deliver age and developmentally appropriate curriculum
- Professional vitality and passion for creating and enabling rich learning experiences for young children
- Effective relationship management with staff, parents and the wider community
- Excellent collaborative and organisational skills
- Well-developed and effective communication techniques for all tasked interfaces

Top 15 Professional Behaviours:

- Strives to achieve the College's Vision and Mission and live MLC's Values
- Demonstrates respect
- Self-motivated to achieve results
- Models optimism
- Practises accountability
- Takes initiative
- Solutions-focused
- Commits to continuous improvement
- Shares own learning
- Creates transparency
- Keeps commitments
- Engenders trust
- Reflective
- Listens first
- Talks straight



Role Responsibilities:

- Manage duties and responsibilities, as outlined in the Education and Care Services National Law, as the Nominated Supervisor. Ensure that at all times the College is compliant with the relevant legislation and regulations
- Oversee compliance of the ECECC, and ensure that all policies and procedures are followed, in accordance with relevant legislation and regulations e.g. the Code of Ethics of Early Childhood Australia, Workplace Health and Safety, Regulations and National Quality Framework, Child Care Management System and successor systems, as appropriate
- Work closely in conjunction with the Head of Early Years' Education regarding all matters involving staff recruitment, staff professional development, staff performance appraisals and development plans, staff orientation programmes, knowledge and compliance with the Early Years Learning Framework (EYLF) and National Quality Standard, maintenance of staffing ratios and staff wellbeing
- Facilitate the successful implementation of the EYLF and ensure that the implemented programme meets the goals of the EYLF, to help children develop a strong sense of their identity, connections with their world, a strong sense of confidence and wellbeing, active involvement in their own learning, and effective communication skills
- Manage the annual completion of the Quality Improvement Plan (QIP)
- Promote clear and effective communication between the management team, staff, and families to ensure the best outcomes for each child
- Build and maintain effective networks with other early childhood practitioners in the local area, including relevant community organisations and government agencies
- Create a safe, supportive and informative environment
- Resource the centre with appropriate equipment, and ensure that the team maintains the aesthetics of the environment
- Promote positive, comforting and nurturing relationships with children, and ensure that children's learning is professionally presented and an authentic representation of their personal growth and development
- Lead parent information sessions, prepare reports and documents, and attend meetings as directed
- Work collaboratively with all members of the community, and manage parent and community relationship development, maintenance and liaison
- Liaise closely with the MLC Admissions team on all matters regarding enrolments for the Centre
- Assist the Head of Early Years' Education in developing annual budgets, providing a strong understanding of the processes necessary to access additional funding and/or subsidies, to ensure that budget targets are met
- Ensure that enrolment information, fees and other relevant information is recorded accurately in the software programme
- Work with the Head of Early Years' Education and Director of Community Relations to promote the Centre to the wider community, through media opportunities
- Manage all staff relief arrangements, and cover for staff when appropriate
- Oversee the wellbeing of all the children in the ECECC

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Success Indicators:

- KPI 1: Consistent achievement of high stakeholder satisfaction and demonstrated leadership of a high performing team.
- KPI 2: Leadership and the implementation of effective guidelines, processes and policy to safeguard the holistic development of students in the ECECC
- KPI 3: Achieve and maintain over 90% occupancy of the ECECC
- KPI 4: Achieve exemplary rating for an Early Childhood Education and Care facility by January 2020
- KPI 5: Ensure that the ECECC operates in accordance with all regulatory requirements, including Workplace Health and Safety

Terms of Appointment:

Common Law Contract: To be negotiated

Appointment Period: Initial appointment for 5 years