

DIRECTOR OF EARLY LEARNING CENTRE (ELC) **Commencing Term 1, 2023**

The Hamilton and Alexandra College is a proud regional, independent, coeducational, day and boarding school from Early Learning to Year 12. The College is fiercely aspirational, and everyone is known, valued and challenged. College is proud of its rich history of strong academic accomplishment matched with connectedness in life.

The College has a future focused academic program that nurtures and develops the growth of the whole child, providing opportunity for each child to pursue their passions and achieve their personal best.

Our Early Learning Centre community is a warm and friendly group of invested parents and staff.

ROLE OVERVIEW

The Director of the Early Learning Centre (ELC) is the nominated supervisor, educational leader and Early Childhood Teacher of three and four year old kindergarten programmes. The Director of the Early Learning Centre works in conjunction with the Head of the Junior School (for day-to-day programme matters) and the Business Manager (Approved Provider) and is responsible to the Principal.

A full-time permanent position is available commencing Term 1, 2023. This position is an excellent opportunity for an energetic, passionate and dedicated Early Childhood Teacher looking for a leadership position, within a supportive environment.

An attractive remuneration package commensurate with the responsibilities of the position. Generous relocation allowances will be offered to experienced teachers. Children of teaching staff educated at the school receive considerable remission off tuition fees. Leadership and coaching opportunities exist for qualified applicants.

QUALIFICATIONS

- An approved Early Childhood Teaching Qualification (that is published under regulation 137(2) in the list of former approved qualifications (regulation 241)
- has up-to-date Level 2 First Aid qualifications, current approved Emergency Asthma Management training and current approved Anaphylaxis training.
- VIT (early childhood) registration

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KEY ACCOUNTABILITIES

- Create a stimulating and flexible learning environment, which showcases both learning processes and learning outcomes of the programme.
- Embrace and understand the Reggio Emilia educational approach
- A thorough understanding of early childhood development and education, including the National and Victorian Early Years of Learning Frameworks.
- Demonstrates the ability to provide detailed, developmentally appropriate programme for 3 – 5 year olds, inspired by the Reggio Emilia approach. Or willing to positively adopt the Reggio Emilia approach into previous experience.
- Provide educational leadership to the ELC staff and involve them in the programme development, monitoring student learning and developing the ELC Quality Improvement Plan
- Regularly review the programme in light of student needs.
- Maintain records of student development – such as learning portfolios, daily diary, observational notes, photos and learning stories.
- Demonstrate a working understanding of the National Quality Framework, Education and Care Services National Law and Education and Care Services National Regulations
- Project the vision and philosophy of the College and the Centre to parents.

GENERAL RESPONSIBILITIES

- Day-to-day operations of the Early Learning Centre and direction of its staff.
- Implement and document a Reggio inspired programme which reflects the aims of the Early Years Learning Framework and meets the needs of all students and their families.
- Liaise with, and report regularly to, the Head of Junior School.
- Manage the allocated budget.
- Survey families annually to seek parent feedback on the Quality Areas outlined in the National Quality Framework.
- Communicate with parents, including reporting of child development.
- Liaise with Prep to Year 2 staff as a member of the Early Years team, including matters connected to Prep transition.
- Liaise with external consultants, where appropriate. Such as Pre-school field officers, specialists, health professionals and DEECD regional representatives.
- Engage in professional learning and recommend professional learning opportunities for ELC staff.
- Monitor and attend local kindergarten network events.
- Liaise with the Registrar regarding enrolments and provide tours of the ELC.
- Maintain records of attendance, policies, Quality Improvement Plan and operation.
- Demonstrate a working understanding of the relevant regulations (Children’s Services Regulations 1998 and Children’s Services Act 1996) and ensure Centre compliance.
- Maintain service policy document.

A SAFE WORKING ENVIRONMENT

The Hamilton and Alexandra College is a child safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College’s Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants will be required to hold a current Working with Children Check or willing to obtain one.

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Senior and Middle Years 1 Chaucer St Hamilton Vic 3300 E reception@hamiltoncollege.vic.edu.au P +613 5572 1355
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Postal Address PO Box 286 Hamilton Vic 3300
ABN 87 006 456 266 **ACN** 006 456 266

APPLICATION PROCESS

Applications must include curriculum vitae and day and after-hours contact details of three professional referees. Address application to:

The Principal, Dr Andrew Hirst

Principal@hamiltoncollege.vic.edu.au

Applications must be received no later than Monday, 12 September 2022.

***Earlier applications are welcomed and encourage

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