

JOB DESCRIPTION & PERSON SPECIFICATION

Early Learning Centre Director

College Department:	Early Learning Centre
Position Title:	Early Learning Centre Director
Position Classification:	Executive Position – As determined by the College within the current Lutheran Schools SA Enterprise Agreement
Tenure:	Permanent, full-time 1.0 FTE. 6 weeks annual leave Commencing Term 4 2026 by negotiation.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

- The Early Learning Centre Director provides strategic, educational and operational leadership of the Early Learning Centre. The Director is responsible for ensuring the delivering of high-quality early childhood education and care that reflects the College's Christian ethos and educational philosophy.
- The Director leads the development of a safe, inclusive and engaging learning environment for children, supports families and staff, and ensures compliance with all legislative, regulatory and accreditation requirements including the Education and Care Services National Law and Regulations, National Quality Framework and National Quality Standard.
- The Director promotes continuous improvement across all aspects of the service, providing education leadership, effective management of resources, staff development and strong partnerships with families and the wider community.
- Assist the Principal and other College staff in fulfilling the aims and purposes of Tatachilla Lutheran College, and to support and maintain the philosophy and ethos of the College; "Teaching the Love of Christ for a fulfilling life which values self worth pursues excellence and serves others."
- Model service as shown to us by our Lord and Saviour Jesus Christ;

2. Reporting / Working Relationships

The Early Learning Centre Director reports to the Principal through the Business Director.

The ELC Director works collaboratively with:

- Principal
- Business Director
- Early Learning Centre staff
- Teaching and learning leaders
- Family and caregivers
- Regulatory authorities

The ELC Director is responsible for:

- ELC Educators
- ELC Teachers
- ELC Administration Staff
- ELC Contractors

3. Special Conditions

A 6 (six) month probationary period will apply.

4. Extent of Authority

The Early Learning Centre Director:

- a) Assists the Principal in fulfilling the aims and purposes of the ELC and the wider College community and supports their philosophy and ethos.
- b) Accepts delegated responsibility and authority vested by the Principal;
- c) Acts as the Nominated Supervisor and Responsible Person under relevant legislation;
- d) Leads the day-to-day operation of the Early Learning Centre including staffing, compliance, educational programs and service quality.

5. Statement of Key Outcomes & Associated Activities

General

1. Embed Lutheran Education Australia values of love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation.
2. Promote and model the Christian ethos and values of the College and ELC.
3. Ensure compliance with all College policies, procedures and legislative requirements.
4. Maintain a commitment to continuous improvement and professional learning.

Educational Leadership

5. Lead implementation of the Early Years Learning Framework.
6. Ensure high-quality educational programs and support children's learning, wellbeing and development.
7. Support educators in curriculum planning, assessment, documentation and reflective practice.
8. Promote inclusive practices that recognise the diverse learning needs of all children.
9. Monitor educational outcomes and support in teaching and learning practices.
10. Oversee the development of inclusion support plans and inclusion funding as required.

Operational Leadership and Compliance

11. Ensure compliance with the Education and Care Services National Law and Regulations.
12. Lead implementation and review of the Quality Improvement Plan.
13. Maintain service readiness for assessment and rating processes.
14. Ensure accurate records, reporting and documentation are maintained.
15. Oversee enrolments, occupancy levels and service administration.
16. Manage risk, workplace health and safety, emergency management and child protection requirements.

People Leadership

17. Supervise, mentor, support and assist to recruit staff in conjunction with Head of HR and the Principal.

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18. Facilitate performance development and review processes.
19. Foster a collaborative and professional team culture with a focus on safety, wellbeing and learning.
20. Coordinate staffing arrangements to ensure regulatory compliance and continuity of care.

Teaching Responsibilities

21. The position may, where required, undertake a teaching component to support the effective delivery of the ELC program and meet the needs of the Early Learning Centre.

Learning Enhancement and Support

22. Oversee the learning enhancement needs of students, ensuring appropriate support and adjustments are provided, and liaise effectively with relevant allied health and external services to support student learning, development and wellbeing.

Family and Community Engagement

23. Develop positive partnerships with families.
24. Communicate effectively with parents regarding children's learning and wellbeing.
25. Support successful transitions into and from the Early Learning Centre.
26. Independent approach to engage stakeholders in the ELC and wider College community.
27. Educate parents regarding the ELC and College educational philosophy expectations and opportunities for community involvement.
28. Build positive relationships with external agencies and community organisation to support student development and transition to school.

Financial and Resource Management

29. Liaise with the Business Director for the ELC budget.
30. Ensure effective use of resources and facilities.
31. Monitor expenditure and contribute to long-term planning for service sustainability.
32. Ensure facilities, equipment and learning environments are safe, engaging and well maintained.
33. Undertake other duties as directed by the Principal or Business Director.
34. Liaise with the Business Director to ensure that submissions for funding to relevant authorities are made and the conditions met.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

Essential

- Degree or a 3 or 4 years Early Childhood qualification, or an AQF Advanced Diploma, or a Diploma in Children's Services or holding such qualifications deemed by the employer or relevant legislation to be appropriate or required for the position.

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- Experience in Early Childhood leadership.
- Current South Australian Teacher's Registration
- Tertiary qualification in Early Learning Education
- Current Working with Children Check
- Current RRHAN-EC Certification and National Child Safety Advanced Training (Geccko)
- Current Protective Practices Certificate
- Current First Aid Certificate – Provide first aid in an education and care setting

Desirable

- Master qualifications in Education or Leadership
- Accreditation within Lutheran Education Australia or willingness to undertake accreditation

2. Personal Skills, Abilities & Aptitude

- Commitment to Christian education and the College's mission
- Strong leadership and interpersonal skills
- Excellent communication skills, including the ability to present professionally and confidently, particularly in a public speaking capacity
- A service approach to the College community, ELC to Year 12
- Ability to build positive relationships with children, families, staff and the broader community
- High levels of expertise in organisation, time-management, record keeping and administration
- Commitment to collaboration and continuous improvement

3. Knowledge and Experience

- Thorough understanding of the National Quality Framework and National Quality Standard
- Strong knowledge of the Early Years Learning Framework
- Experience in staff leadership and performance development
- Strong knowledge, understanding and implementation of compliance, governance and risk management within an Early Learning setting
- Effective use of ICT systems and administrative platforms

4. Classification Level

The position is classified in accordance with the applicable Lutheran Schools Enterprise Agreements.

5. Performance Standards & Review

An annual Performance Review is undertaken with the Principal to assess achievement of role responsibilities, professional growth and contribution to the strategic goals of the College.

6. Workplace Health & Safety

The Executive Team has the major responsibility for establishing safety policies and procedures in line with the Work Health and Safety Act and the National Quality Framework. Staff of the ELC are accountable for daily implementation of workplace health and safety practices.

7. Equal Employment Opportunity

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

8. Selection Criteria

1. Commitment to and support of the Christian ethos of the College.
2. Demonstrated leadership experience in an early childhood education setting.
3. Strong knowledge and experience of the National Quality Framework, National Quality Standard and Early Years Learning Framework.
4. Demonstrated ability to lead staff and promote professional growth.
5. Proven ability to build effective partnerships with families and community stakeholders.
6. Demonstrated organisation, compliance, administrative and financial management skills.
7. Commitment to continuous improvement and educational excellence according to the National Quality standards.

APPLICATION PROCESS

Applicants with sufficient skills and experience are required to:

1. Write a cover letter of up to two pages, addressing suitability for the position;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Principal, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au.

Applications Close: 9am, Monday 28 September with applications considered as they are received.