



# Position Description

## Early Learning Centre Manager

### Position Responsibility Summary and Key Working Relationships

<b>Functional Title:</b> Centre Manager	<b>Department:</b> Little Beacons
<b>Date:</b> October 2021	<b>Location:</b> Little Beacons - Pakenham/Berwick

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

### Relationships and Networks

<b>Lead by:</b>	<ul style="list-style-type: none"> <li>● Head of Campus - Little Beacons</li> </ul>
<b>Collaborates with:</b>	<ul style="list-style-type: none"> <li>● Deputy Head</li> <li>● Head of Teaching and Learning</li> <li>● Operations Manager</li> <li>● Curriculum Coordinator</li> <li>● Educational Leaders</li> <li>● Individual Programs</li> <li>● Marketing Department</li> <li>● Finance Department</li> <li>● Enrolment Department</li> <li>● Human Resources Department</li> <li>● Food Services Department</li> <li>● Grounds and Maintenance Department</li> <li>● IT Department</li> </ul>
<b>Leads:</b>	<ul style="list-style-type: none"> <li>● Educational Leaders</li> <li>● Coordinators</li> <li>● Co-educators</li> </ul>
<b>Key Working Groups</b>	<ul style="list-style-type: none"> <li>● Leadership Team</li> <li>● Individual Programs</li> <li>● Educational Leaders</li> <li>● Educators</li> <li>● Grounds and Maintenance Department</li> <li>● Enrolment Department</li> <li>● Well-Com sub committee</li> </ul>
<b>External Groups</b>	<ul style="list-style-type: none"> <li>● Parents</li> <li>● Early intervention</li> <li>● External hirers</li> <li>● Department of Education</li> </ul>

	<ul style="list-style-type: none"> <li>Local Government - Maternal Child Health</li> </ul>
<b>Position conditions</b>	<ul style="list-style-type: none"> <li>Full time (1.0 FTE)</li> <li>Permanent</li> <li>4 weeks annual leave (may purchase an additional 2 as per the College's Enterprise Agreement)</li> <li>Attendance during centre closure time may be required for training, workshops etc</li> </ul>
<b>Reference Documentation</b>	<ul style="list-style-type: none"> <li>Early Years Learning and Development Framework (EYLDF)</li> <li>Victorian Early Years Frameworks</li> <li>My Time Our Place</li> <li>Little Beacons Curriculum Documentation</li> <li>Staff Handbook</li> <li>Educational Leaders Handbook</li> <li>College staff agreements</li> <li>Family Handbook</li> <li>Policies and Procedures</li> <li>Inclusion Support Guidelines</li> <li>Kindergarten Funding Guidelines</li> </ul>

### Primary purpose of the position (Teaching and Learning Culture)

The primary purpose of this role is to oversee the daily operation of the Centre and to provide support and leadership to all Little Beacons staff and families. A knowledge of curriculum delivery and child development is essential to this role. The Centre Manager will support a range of staff to coordinate activity that brings together all the elements of the Little Beacons programs. They will deliver time support and advice to staff and liaise and support families. A high quality service delivery is essential to the position. This role will work directly in enabling and role-modelling a culture of reflective practice, continued development and professional learning as well as an ongoing passion for excellence in practice.

A key component of the role is supporting student, families and staff wellbeing, implementation of policies and procedures, record keeping required under the legislation, orientation of new families, enhancing open communication and dealing with concerns and implementation of College policies and legislation. As well as induction and compliance of staff, meeting all regulatory requirements, liaising with relevant departments.

The Centre Manager - Little Beacons is a key member of a team who actively works towards the development of an innovative and effective service that is delivered to our students by leading in line with the Beaconhills College Education BluePrint, the National Care and Education Regulations, the Early Years Framework and our Vision and Mission.

### Centre Manager - Primary Responsibilities

<b>Leader as Learner</b>
<p><i>In this position the leader is required to learn:</i></p> <ul style="list-style-type: none"> <li>Leadership and management pedagogy and practice</li> <li>The Early Years Learning and Developmental Framework</li> <li>Global and local teaching and learning initiatives, trends and developments in the context of the 21<sup>st</sup> century education</li> <li>Supporting staff development - engaging in professional conversations</li> </ul>
<b>Leader in Training</b>

**The training needs for this position are:**

- Global and local teaching and learning initiatives, trends and developments in the context of the 21<sup>st</sup> century education
- Key aspects informing the emotional, intellectual and spiritual development of students (key aspects of bringing together academic progress and students' wellbeing together).
- Skills in supporting staff engagement and implementation of appropriate strategies to provide a supportive working environment and referral as required.
- Supporting staff development - engaging in professional conversations
- Development of skills in supporting student, family and staff wellbeing
- Use of key technologies
- Administration of software -Synergetic, SmartFees, CompliSpace, SmartFees, Portal, MyNet, Operoo, Microsoft
- EYLDF curriculum updates
- Use of data to identify areas where the centre can be improved
- General analytics to identify areas requiring improvement in the program
- Supporting families from diverse backgrounds

**The leader needs to lead training for others in:**

- Use of Synergetic, SmartFees, CompliSpace, Portal, MyNet, Operoo, Microsoft and management systems
- Designing systems to support implementation of policies
- Using EYLDF website and resources

**Key Responsibilities for the position are:**

- Provide a professional point of contact for families and staff at the required Campus
- Support families with enquires or where concerns and referral as required
- Liaising with College Departments to achieve a high level of service delivery and interconnectivity
- Assist in the ongoing development and implementation of Little Beacons programs
- To establish a culture of effective and ongoing development of educators
- To ensure practices in line with College requirements
- Liaise with the Operations Manager to ensure effective management of staff absences and centre operations
- Ensuring the correct application of Policies and Procedures
- Ongoing contribution to the Little Beacons Leadership Team
- Provide leadership while working as a member of a cooperative team
- Respect the confidentiality of information relating to parents, children and staff, complying with the College's Privacy Policy
- Liaising with the Food Services Manager and School Nurse to support effective implementation and meet the individual needs of children, including management of individual food requirements
- Provide support and leadership in the role of Child Safe Officer
- Undertake all requirements of the National Regulations associated with the care and education of children and act as a primary nominee in the absence of the license
- Develop an understanding of new legislation and the impact of this on the delivery of programs.
- Assist in the maintenance of the operating budget

**Key Tasks for the position are:****Curriculum Planning**

- To support the ongoing development of Little Beacons program that addresses key aspects of Learning That Matters and the EYLDF
- Ensure all staffing requirements are maintained and liaison with staff to maintain consistency of learning
- Conduct internal audits and reviews to ensure the programs are meeting the needs of the community

- Actively participate in Case Meetings to support the ongoing wellbeing and learning outcomes for children

### **Teaching Practice**

- Support the effective use of technology in the environment
- Manage the International programs inclusion in Little Beacons
- Oversee the successful inclusion of external University Students and College students into the program

### **Staff Professional Learning and Development**

- Deliver training sessions following their own development of skills
- Support the analysis of any external or internal data to review the program and the effectiveness, as required
- Support the ongoing development of our educators by ensuring scheduled time in the learning environment and support professional conversation
- Conduct performance reviews in consultation with the Leadership team
- Provide feedback and input into the preparation of the Quality Improvement and Innovation Plan and actively support educators in the implementation and ongoing cycle of review
- Provide feedback and input to support the development and ongoing review of Policies and Procedures
- Support the development of materials for parents on the website and the portal

### **Learning Resources**

- Develop an understanding of the resources used at the differing levels of the College to support learning and administration
- Oversee the resource management system and work closely with the Head of Teaching and Learning to support the learning outcomes

### **Management and Administration**

- Support external audits as required
- Maintain data bases as required
- Undertake the required training for the effective use of Synergetic
- Review information provided to families including Electronic communication, Family Handbook, portal, etc
- Review of material provided to the educators including the Staff Handbook and the Educational Leaders Manual
- Support the review and implement Policies and Procedures
- Liaise with the Educational Leaders and the Leadership Team to facilitate communication to parents, students and staff when required
- Meet regularly with the Head of Campus to support development and implementation of the program
- Meet regularly with the Deputy Head to ensure a level of engagement with families and ongoing support structures are developed
- Manage the staff absentee phone system for up to 2 weeks of the year
- Meet regularly with the Head of Campus - Little Beacons and report on the operation requirements of the centre, strategic developments and staff wellbeing

### **Child Safety and equal opportunity statement**

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments

of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

### **Vaccination Statement**

It is a requirement of all staff members of Beaconhills College to be fully vaccinated with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth by the 29 November 2021.

Alternatively staff members must have received one dose of a COVID-19 vaccine by 18 October 2021 or have proof of a booking to receive the first dose by 25 October 2021 and their second dose by 29 November 2021 (where applicable) unless they have a valid medical exemption.

Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment offer process.