

Status:	Permanent Full Time Teaching Position (1.0 FTE) 5 Year Tenured Band 2 Level 2 Position of Responsibility		
Commencement date:	Term 3, 2025		
Area of appointment:	Early Learning Centre		
Remuneration	Teaching Band as appropriate to experience plus Band 2 Level 2 allowance as per HILLS Enterprise Agreement 2021 (or its replacement).		
Position Reporting to:	Principal	Line Manager to:	ELC Staff
Pre-requisites: (Please provide a copy with your application)	<p>These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:-</p> <ul style="list-style-type: none"> <li>Registered, or eligible for registration, with the Teachers Registration Board of South Australia</li> <li>Bachelor of Early Childhood (or higher)</li> <li>Current Working with Children Check</li> <li>Current Responding to Risks of Harm, Abuse &amp; Neglect Certificate (RRHAN-EC)</li> <li>Current First Aid Certificate (HLTAID012)</li> <li>Current Driver's Licence</li> </ul>		

### Introduction

Hills Christian Community School occupies 19 acres within the picturesque Adelaide Hills. Students are immersed in nature which stimulates and inspires both creativity and curiosity. The unique backyard of the school allows the learning environment to extend beyond the four walls of the classroom into a space where students can learn, grow and play with nature. Underpinning all that is done at HILLS is the positioning statement, Planted in Christ, Growing with Nature, Nurtured to Thrive.

All members of staff of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's Statement of Aims and Objectives, and its Statement of Belief. These include:

- A personal Christian faith, which is reflected in his/her daily living
- A love of children and teaching
- Acceptance and respect for people from diverse backgrounds and viewpoints
- The ability to work co-operatively and harmoniously as part of a team
- Being supportive and encouraging to children, colleagues and parents
- Having positive relationships and open communication with the whole school community
- A positive outlook on life which enhances relationships
- A commitment to personal and professional growth

### Role Purpose

HILLS is seeking a dedicated, dynamic, strategic and visionary educator to lead and manage our Early Learning Centre (ELC). The ELC Director oversees the day-to-day operations, staff management, curriculum development, community engagement, and compliance of the Centre, ensuring a safe, stimulating environment aligned with the HILLS' Vision, Mission and Values. They will be an experienced and knowledgeable practitioner in current research and trends in early childhood education. The ELC Director will have a good understanding of the Early Years Learning Framework and possess qualifications, skills and experience appropriate to the position. They will have the unique opportunity to shape and influence the future of the Centre, including its structure and direction.

The ELC Director will collaborate with the Head of Primary and Head of Secondary to ensure a seamless one school approach. Other key relationships include the Business Manager, Director of People, Culture and Operations and OSHC Director.

### Key Results Area

1. Vision, Culture, and Educational Philosophy
  - Lead the development and articulation of the School's Vision, Mission, and Values, ensuring they are clearly communicated and reflected in daily practices.
  - Foster a culture of curiosity, creativity, and exploration, encouraging children to engage in emergent, inquiry-based learning.
  - Ensure the integration of the Reggio Emilia philosophy, nature-based pedagogy, environmental stewardship, and Indigenous perspectives into the ELC's culture and practices.
2. Teaching and Learning
  - Oversee the planning, implementation, and ongoing evaluation of the ELC's curriculum, ensuring that learning experiences are child-centered, inclusive, and aligned with the Early Years Learning Framework (EYLF) and the National Quality Framework (NQF).
  - Ensure that the curriculum supports diverse learning needs, enabling all children to thrive regardless of their developmental stage or background.
  - Lead the development of strategies to assess and document children's progress, ensuring that assessments inform the continuous improvement of teaching and learning practices.
  - Oversee students wellbeing and behaviour management using the HILLS Restorative Practices Framework.
  - On the floor teaching days as negotiated.
3. Staff Leadership and Professional Development
  - With the Director of People, Culture and Operations, assist with the recruitment, induction, and ongoing professional development of all educators within the ELC, fostering a reflective and collaborative teaching culture.
  - Manage staff rosters in line with required staff to student ratios.
  - Mentor and coach educators, supporting them in developing their skills and understanding of inquiry-based, child-led learning.
  - Establish and promote a culture of continuous improvement, encouraging educators to engage in reflective practice, professional development, and research to enhance their teaching methodologies.
  - Ensure that educators are equipped with the skills and knowledge necessary to meet regulatory requirements and to deliver high-quality educational experiences.
  - Actively engage with professional networks, including AISSA, REAIE, and other educational organisations, to stay informed of contemporary early childhood education trends and practices.
4. Engaging with the Community
  - Serve as the primary point of contact for families, building strong relationships based on trust, communication, and mutual respect.
  - Maintain ongoing communication with families, providing regular updates on children's progress and supporting parents in understanding their child's learning journey.
  - Work with families to ensure smooth transitions for children as they move into ELC and from the ELC to Primary School.
  - Engage with the wider community, forming partnerships that support the Centre's goals and enhance the learning opportunities for children.
  - Coordinate Parent Teacher Learning Conversations and meetings for the ELC Parent Committee.
  - Provide assistance to the Playgroup Coordinator as needed.

5. Compliance, Quality Improvement, and Regulatory Leadership
  - Act as the Nominated Supervisor/Responsible Person for the ELC.
  - Ensure that the Centre meets all regulatory and compliance requirements under the National Quality Framework (NQF) and National Quality Standards (NQS).
  - Lead the development, implementation, and monitoring of the Centre's Quality Improvement Plan (QIP), focusing on continuous improvement in teaching, learning, and care practices.
  - Ensure compliance with health and safety regulations, staff qualifications, and child-to-educator ratios.
  - Manage the ELC budget and resources with the assistance of the Business Manager.
  - Assume responsibility for all risk assessments.
  
6. Enrolments and Communication
  - Provide sound and thorough advice and support to the Principal to facilitate effective decision making in regard to the ELC.
  - Conduct tours of the ELC for prospective parents.
  - Liaise with the Enrolments Team to manage enrolments into the ELC.
  - Work with the Enrolments Team and Head of Primary to ensure children transition smoothly into Reception.
  - Oversee session placement.
  - Inspire collaboration and act as a conduit between ELC and the Primary School.
  - Work with the Executive Leadership Team to promote a seamless educational experience from early childhood through to Year 12.
  - Liaise with the Communications Team to manage publications related to ELC, ensuring that all ELC documentation and promotion material are accurate, up-to-date, and accessible to students, staff, and families.
  - Attend ELC and wider-school functions as required.
  - Other duties as directed by the Principal.

#### **Key Selection Criteria**

- A personal Christian faith, which is reflected in your daily living.
- Demonstrated ability and experience in educational leadership within an ELC.
- Outstanding knowledge of and proven skills in Early Childhood curriculum development, pastoral care and ELC Operations.
- Highly developed leadership and management skills.
- A record of achievement in leading change and development within an ELC
- Demonstrated knowledge of EYLF, NQF, and Reggio Emilia philosophy.
- A demonstrated ability to build positive relationships with students, colleagues, and parents.
- A demonstrated understanding and ability to provide differentiated and inclusive learning approaches that meet the diverse needs of students.
- A strong focus on student wellbeing, and an understanding of Restorative Practices as it applies to behaviour management within an ELC setting.
- Experience working in a collaborative team environment to plan, monitor, evaluate and report on student learning.
- A demonstrated commitment to continual personal and professional growth, and the ability to positively respond to change within a dynamic working environment.