



Position Description

*Inspiring brave hearts and curious minds
in an academically excellent Montessori environment.*

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| POSITION TITLE | EARLY LEARNING CENTRE DIRECTOR |
| APPOINTMENT | Commencing January 2025 (earlier by negotiation) |
| REPORTING TO | Principal |
| ENTERPRISE AGREEMENT | As per Award classification held, and the Southern Montessori School Enterprise Agreement |
| PROBATION | Subject to satisfactory 6-month probationary period |
| TIME ALLOWANCE | 1.0 permanent (includes 0.4 FTE teaching component). This Leadership position is primarily term time with requirement of some non-term time work by negotiation |

THE MONTESSORI PHILOSOPHY

Southern Montessori School is an independent, non-denominational ELC to Year 9 school. We follow the Montessori philosophy and implement a Montessori curriculum alongside the Australian Curriculum. Maria Montessori's view of education was child centered. It was her intention to develop a method of education that allows children to develop their potential in a non-competitive, nurturing and carefully prepared environment, free of rewards and punishments.

At Southern Montessori School, we provide rigorous academic learning environments and structured freedom which helps to foster self-discipline, independence and initiative, enabling our children to flourish now and in their future.

POSITION OVERVIEW

As the Director of the Early Learning Centre, you will be responsible for leading the educational program, supporting professional learning and development, maintaining community engagement and overseeing the day to day operation and compliance of the of our centre to achieve continuous improvement and excellence in children's personal and educational outcomes.

It is essential to have a good understanding of the Early Years Learning Framework and possess qualifications, skills and experience appropriate to this position.

ESSENTIAL REQUIREMENTS

- South Australian Teacher's Registration
- Experience as a teacher and leader in an Early Learning Centre
- Understanding of, and personal commitment to, Montessori philosophy and practice
- Montessori Qualifications or a willingness to achieve this
- Working with Children Check

- Mandatory Notification Training
- ACECQA approved first aid, emergency asthma and anaphylaxis management training
- Protective Practices Training
- Keeping Safe: Child Curriculum Training
- Understanding and experience of the educational and wellbeing needs of early learners, especially relating to evidence based learning, pedagogy, curriculum, inclusion, care and wellbeing programs and practices

KEY AREAS OF RESPONSIBILITIES:

LEADERSHIP

- In collaboration with senior leadership, develop and communicate a clear, innovative vision and strategy for the Early Learning Centre that aligns with the School's strategic direction
- Provide high quality educational leadership in the Early Learning Centre, managing and implementing the Montessori Curriculum, Early Years Learning Framework, ACECQA National Quality Framework and other regulatory policies and procedures
- Lead and inspire staff to maintain and build standards of excellence in children's learning, children's wellbeing outcomes and educator performance
- Plan, implement and evaluate policies, practices and risk management in areas relevant to the Early Learning Centre
- Provide effective day-to-day management of the Early Learning Centre.
- Oversee Early Learning Centre operational issues that may arise
- Work with the Inclusive Education Coordinator to assist children with specific learning needs, developing Student Learning Plans for children with diverse needs, managing complex behaviours and ensuring appropriate records are maintained
- Coordinate a transition program for children moving from Preschool to Reception In collaboration with reception teachers
- Identify and implement strategies to assist collaboration and connection between ELC and Reception staff that facilitate student transition
- Keeping up to date and inform Early Learning Centre staff on current directions at state, national and international levels in early years' development
- Ensure appropriate policies and procedures are in place for effective day to day running of the Early Learning Centre
- Meet regularly with senior leadership on all matters relating to curriculum, student wellbeing and operational matters

FAMILIES AND COMMUNITIES

- Proactively connect with families as their first entry point into our School
- Foster a climate of trust, respect, and responsibility by working collaboratively with families
- Liaise with families to promote supportive practices and engagement in child development
- Encourage parental/caregiver involvement in the Early Learning Centre life
- Provide appropriate and timely information for parents/caregivers via the School Newsletter, information mornings/nights and other publications, forums and events

ADMINISTRATION and OPERATIONS

- In consultation with senior leadership, manage the Early Learning Centre budget
- Maintain, develop and implement School and government policies and procedures to ensure compliance and ongoing registration
- Have oversight of and ensure the ELC meets NQF operational requirements

- Ensure staffing and qualification requirements align with the NQF
- Liaise with the Principal and enrolments officer regarding enrolment of children in the preschool years

TEACHING AND LEARNING

- Demonstrate effective Montessori teaching practice which facilitates personalised learning and fosters engagement, choice and independence
- Oversight/Implementation/documentation and evaluation of a high-quality Montessori program that simultaneously addresses all areas of learning as required by State and Commonwealth curriculum guidelines
- Maintain accurate and timely records of student progress and achievement
- Develop and implement appropriate evaluation and assessment strategies and procedures including the use of observation as a tool to monitor learning

PROFESSIONAL RESPONSIBILITIES

- Uphold the school's vision, mission, philosophy and values and act at all times, to ensure that the school's reputation is maintained
- Support and uphold the school's policies and procedures and Code of Conduct
- Attend relevant meetings and functions including staff meetings, staff professional learning and others as required
- Commit to enhancing personal and professional development by attending workshops, conferences, first aid courses and relevant in-service training as required by the school
- Satisfactorily complete the Montessori 3-6 Diploma as a minimum requirement and endeavour to undertake further recognised Montessori studies as soon as practicable
- Maintain confidentiality of all information related to the Centre's children, their parents, and staff
- Be an active and enthusiastic participant in the life of the school
- Participate in an annual Performance Review
- Keep up to date and inform Early Learning Centre staff on current directions at state, national and international levels in early years' development
- Engage in professional development opportunities in relevant early learning years which are external to the school
- Take responsibility for achieving challenging personal professional goals

HEALTH AND SAFETY

- Comply with the school's WHS policies and procedures and safety regulations
- Take reasonable care to protect your own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any action or omission or through neglect or misconduct at work
- Address any emergency or hazard and report concerns and actions taken to the Principal or Business Manager

APPLICATION PROCESS

All applications should be submitted in PDF format with a CV and one page Cover Letter. Please address to the Principal, Mrs Heather McInerney, and email careers@southernmontessori.sa.edu.au

Applications close **Friday 15 November at 3:00pm** and will be reviewed and advanced as they are received.