



Position Description- Director

Upper Beaconsfield Early Learning Centre

Position Details

Position title:	Director ELC
Reports to:	Centre Manager
Location:	10-12 Salisbury Road, Upper Beaconsfield
Hours:	25 hours per week
Employment Terms:	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016 Children's Services (CS Award) Employee – Schedule 3C

Our Organisation

Upper Beaconsfield Community Centre Inc. is a not for profit community organisation that provides the community with a range of educational, social, recreational, health and fitness programs and supports a range of self-help groups. It also operates a licenced Childcare Service, the Early Learning Centre (ELC) that has capacity for up to 26 children aged between 0 and 6 years.

Refer to www.ubcc.org.au for further information about the Upper Beaconsfield Community Centre.

Position Objectives

- To assume ultimate responsibility for the care, welfare and well-being of each child in the ELC.
- Work with other educators to develop and maintain communication strategies with parents regarding the development and specific needs of each child in care.
- Ensure the centre operations comply with applicable legislation and with the Community Centre philosophy, policies and procedures, ensuring that confidentiality is maintained at all times.
- Build on current best practice and identify new and creative ways to improve the Early Learning Centre.
- Develop and maintain strong and effective partnerships with external stakeholders.
- Promote the Centre to families within the community.
- Demonstrate and promote strength based practices within the team.

- Work in partnerships with families in order to reflect upon the whole child in the context of the family, culture and community.
- Attend Committee Meetings, Annual General Meetings, and any other events relevant to the role as required.
- Ensure expenditure is kept within budget guidelines.

Key Responsibilities

- Responsible for the management and administration of the service.
- Supervise and implement developmentally appropriate programs for the children.
- Recruit staff in accordance with relevant regulations.
- Ensure the service adheres to all relevant regulations and statutory requirements.
- Build and maintain positive relationships with parents/carers, team members, community groups and external agencies.
- Assist to formulate and manage annual budgets.
- Liaise with Committee of Management as appropriate.
- Provide professional leadership and development to staff.
- Develop and maintain policies and procedures for the service.
- Identify and develop an appropriate marketing and advertising campaign for the ELC.
- Be flexible in undertaking other duties as required.

Qualifications and Experience

- Degree in Early Childhood or equivalent.
- A satisfactory current Criminal Check and a current Working With Children Check.
- Current First Aid, Anaphylaxis, Asthma and CPR training.
- Demonstrated experience in a Child Care Centre environment.
- Competent in using Microsoft Word and Outlook.

Key Selection Criteria

The following are the core competencies required to take the key responsibilities of the position Director – ELC and are the primary basis for short listing and selection of preferred candidates.

- Strong interpersonal skills; ability to communicate effectively with children, families and professionals
- Demonstrated ability to effectively lead and motivate staff, and to work as part of a team to achieve shared goals
- Excellent time management and administrative skills
- Ability to embrace change and identify continuous improvement opportunities
- Current knowledge of early childhood education theory and practice

