



ECL Teacher Director

Position Level	ELC Teach Director Level 4
Salary (Full-time)	\$124,618 + Superannuation (based on skills and experience)
Reports To	Principal
Location	Mother Teresa School – Harrison, ACT
Employment Type	Full-Time
Employment Status	Permanent
Employment Term	N/A
Hours Per Fortnight	76 hours

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Preschools, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	The position exists to support the implementation of the mission of Catholic education and to provide high quality service and programs for children in the year before formal school. The ELC Teacher Director has leadership responsibility in the area of the development and day-to-day management of the Preschool located at Harrison. The ELC Teacher Director is the Nominated Supervisor of the Preschool.
Position Duties	<p>Main Accountabilities</p> <p>1. Pedagogy, quality educational outcomes:</p> <ul style="list-style-type: none"> • Ensure your preschool delivers on requirements of the NQF, including National Quality Standards (NQS) and compliance with laws, regulations, approved learning frameworks and CE policies, procedures and requirements. • Plan and implement high quality, responsive early learning programs which are based on a sound knowledge of early childhood development and educational principals to meet the needs of groups and individual children. • Develop and implement and regularly review the preschools Quality Improvement Plan. • Access the development needs of children including the need for referral to specialist services, and to provide information and advice for families.

- Provide support, mentorship and educational leadership for all staff in order to enhance and develop the knowledge, skills and understanding of the Early Years Learning Framework and NQS standards.
- Collaborate with internal and external stakeholders to improve the quality of care for families and their children.
- Adhere to mandatory reporting and child protection legislative requirements.

2. People, Human Resources, Planning and Management:

- Recruit and maintain the key staff in key positions and develop succession planning strategies.
- Determine staffing requirements for preschool and program delivery.
- Lead, motivate and mentor the preschool team to deliver exceptional outcomes for our children and families.
- Effectively manage in conjunction with HR, staff performance issues.
- Ensure all staff in the preschool have clear direction, goals/objectives and provide regular feedback to them.
- Manage the preschool team to maintain a healthy and safe environment.
- Identify and identify risks and non-compliance in preschool to ensure the preschool implements actions to resolve and prevent re-occurrence of incidents.
- Ensure all staff receive an orientation to CE and preschool and appropriate training is provided.
- Coach and mentor staff to improve performance.

3. Community Relationships/Partnerships:

- Develop respectful relationships that respond to family's needs and expectations.
- Develop plans that will improve conversion and retention rates of families.
- Encourage parents to become involved in the general operation and decision making process of the centre.
- Encourage and participate in the liaison and support between the preschool and the primary school.
- Build strong relationships between with the Principal and the staff within the school.

4. Business and Finance:

- Oversee the day to today accounts including financial responsibilities.
- Implement plans to ensure the preschool meets profit targets. This will include improves improvisation rates, expenses, management of debt, and family retention.
- Approve expenses within the authority delegated.
- Work closely with CE finance to ensure CE accounting procedures are followed.

<p>Skills, Attributes and Experience</p>	<p>Applicants will be assessed on demonstrated evidence of:</p> <ol style="list-style-type: none"> 1. A willingness to support the ethos and mission of Catholic Education. 2. Bachelor of Education (Early Childhood) qualifications and at least 4 years' experience in an early childhood setting. The teaching qualification must meet both ACECQA and TQI/NESSA requirements. 3. A thorough knowledge of the Early Years Learning Framework and the National Quality Standards. 4. Proven and effective leadership/management in the planning, implementation and evaluation of high quality educational and care programs for groups of preschool age children. 5. A proven capacity to provide inclusive programs which are based on the recorded observations and interpretation of children's responses, needs and interests. 6. A strong capacity to assess the developmental needs of children and to refer to specialist children's services as appropriate. 7. A sound ability to provide early childhood programs which have a commitment to active involvement of families and local community. 8. A genuine passion for mentoring and leading a team of educators. 9. A proven ability to implement and manage effective financial and administrative systems. 10. Exemplary verbal and written communication skills. 11. Thorough knowledge and understanding of the National Quality Framework, including the National Law and National Regulations, and the implications of legal, employment and child protection policies.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration and Teaching Accreditation. • Must have TQI and NESA Registration.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au