



**POSITION DETAILS**

REPORT TO:	ELC Executive Director
FTE:	As negotiated
CLASSIFICATION LEVEL:	Level 7 - Pay point 7.3

**JOB SPECIFICATION**

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

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The Schools are separately registered, and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our ELCs are managed by an Executive Director who is assisted by an ELC Director at each location.

The primary corporate service functions of ACS are based at both our Goodwood Road office and the Mile End Campus of Temple Christian College. ACS have developed a number of shared corporate services and staff at the two locations work closely together in a team environment which supports Senior Management, the School Board, the ELC Board and the strategic direction of ACS.

The ELC Directors are employed by Adelaide Christian Schools Early Learning Centres Inc. and are accountable to the Executive Director.

**POSITION OVERVIEW**

<b>Position Summary</b>	The Director will need to work in conjunction with the Executive Director, but will be responsible for the overall management and general day to day running and administration of the Early Learning Centre. You will be required to build nurturing relationships between staff in both
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	<p>the ELC and the school, families and children, and to facilitate curriculum decision making and development. You will lead a small group of educators and be responsible for imparting knowledge and providing relevant training information and opportunities.</p>
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**KEY RESPONSIBILITIES**

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<p>Tasks</p>	<ul style="list-style-type: none"> <li>• To supervise the implementation of developmentally appropriate programs for the children, in conjunction with the Teacher and the Team Leader respectively for the Early Learning Centre</li> <li>• To model passion and drive in the early education field</li> <li>• Provide a safe and healthy environment for all involved</li> <li>• Fulfil Government accountability requirements as necessary</li> <li>• Liaise with families and outside agencies</li> <li>• Recruit staff in accordance with relevant regulations and in conjunction with the Executive Director</li> <li>• Ensure that the services exceed quality assurance requirements</li> <li>• Formulate and evaluate annual budgets</li> <li>• Liaise with management committees as appropriate</li> <li>• Provide professional leadership to staff</li> <li>• Liaise with staff in relation to the National Quality Framework and the Quality Improvement Plan</li> <li>• Develop and maintain policies and procedures for the services</li> <li>• Conduct staff appraisals and facilitate further development</li> <li>• Manage payments and accounts for families</li> <li>• Follow up outstanding debtors</li> <li>• Manage bookings and apply appropriate charges</li> <li>• Deal with emergencies and hazards in accordance with policies</li> </ul> <p>The position will be reviewed as the roles change and will be appraised on a regular basis.</p>



## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A degree qualification in a relevant discipline or an equivalent combination of training and experience as outlined in Schedule 7 of the Sunrise Christian School Early Learning Centres Enterprise Agreement.</li><li>• First aid certificate (including HLTAID012)</li><li>• Responding to risks of harm abuse and neglect in education and care training (RRHAN-EC)</li><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment</li><li>• Food Safety Training</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• To be able to lead and mentor a group of educators</li><li>• To be organised and focussed</li><li>• To be driven and passionate surrounding all aspects of early learning</li><li>• To be physically fit and able to assist in everyday tasks</li><li>• To have effective verbal and written communication skills</li><li>• Be able to work as part of a team</li><li>• Excellent computer skills</li><li>• To have a desire for ongoing training to have initiative surrounding learning.</li><li>• To be motivated and passionate about the care of children and their education</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• A mature faith and active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li></ul>



	<ul style="list-style-type: none"> <li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li> <li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li> <li>• To have a desire to provide the best possible service every day</li> <li>• Be reliable</li> <li>• To be a visionary.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Programming and the educational requirements for preschool age and the Early Years Learning Framework</li> <li>• To be competent in the National Quality Framework and Standards</li> </ul>

**DESIRABLE CHARACTERISTICS**

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience as a Centre Director or in a position of leadership is preferable.</li> <li>• Previous experience with a CCMS would be advantageous.</li> </ul>
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The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee’s current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by:   
Executive Director Sunrise Christian School ELC

Date 19/09/2024

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_