



Sunrise Christian School

EARLY LEARNING CENTRES

Corporate Services

Level 2, 305 Goodwood Rd,
Kings Park, SA 5034

P 08 8465 6000

E elc.info@sunrise.sa.edu.au

www.sunrise.sa.edu.au

Sunrise Fullarton ELC

95 Wattle Street,
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E fullarton.elc@sunrise.sa.edu.au

Sunrise Paradise ELC

4 Crowle Rd,
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Sunrise Morphett Vale ELC

70-74 Pimpala Rd,
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Sunrise Whyalla ELC

2 Sunrise Lane,
Whyalla Norrie SA 5608

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SUNRISE CHRISTIAN SCHOOL EARLY LEARNING CENTRES

Director

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres (ELCs), Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA.

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.

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 a Regional 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 Regional Director.



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JOB SPECIFICATION

OVERVIEW

The Director will need to work in conjunction with the Regional 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 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.

KEY RESPONSIBILITIES

- 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
- To model passion and drive in the early education field
- Provide a safe and healthy environment for all involved
- Fulfil Government accountability requirements as necessary
- Liaise with families and outside agencies
- Recruit staff in accordance with relevant regulations and in conjunction with the Regional Director
- Ensure that the services exceed quality assurance requirements
- Formulate and evaluate annual budgets
- Liaise with management committees as appropriate
- Provide professional leadership to staff
- Liaise with staff in relation to the National Quality Framework and the Quality Improvement Plan
- Develop and maintain policies and procedures for the services
- Conduct staff appraisals and facilitate further development
- Manage payments and accounts for families
- Follow up outstanding debtors
- Manage bookings and apply appropriate charges
- Deal with emergencies and hazards in accordance with policies

The position will be reviewed as the roles change and will be appraised on a regular basis.



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APPROVAL

Approved

*Adelaide Christian Schools Early Learning Centres
Regional Director - Signature*

Date

Approved

Applicant's Signature

Applicant's Name

Date



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PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL QUALIFICATIONS

The successful applicant will hold an Early Childhood Education Qualification or the equivalent with the minimum requirement being a Diploma. First Aid training (including Asthma and Anaphylaxis components) and Child Safe Environments training must be completed and up to date.

SKILLS / ABILITIES

- To be able to lead and mentor a group of educators
- To be organised and focussed
- To be driven and passionate surrounding all aspects of early learning
- To be physically fit and able to assist in everyday tasks
- To have effective verbal and written communication skills
- Be able to work as part of a team
- Excellent computer skills
- To have a desire for ongoing training to have initiative surrounding learning.
- To be motivated and passionate about the care of children and their education

PERSONAL ATTRIBUTES

- An on-going commitment to the Lord Jesus Christ as Lord and Saviour
- A mature faith and active involvement in a local church
- A proven life style founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A willingness to affirm the foundation statements and principles promulgated by the School and ACS
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community
- To have a desire to provide the best possible service every day
- Be reliable
- To be a visionary.



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EXPERIENCE

Previous experience as a Centre Director or in a position of leadership is preferable.

KNOWLEDGE

- Programming and the educational requirements for preschool age and the Early Years Learning Framework
- To be competent in the National Quality Framework and Standards

OTHER CONDITIONS

A current satisfactory DCSI check, or its replacement, will be required at commencement of employment.

DESIRABLE CHARACTERISTICS

EXPERIENCE

- Previous experience with a CCMS would be advantageous.