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| <b>TITLE</b>                | Manager of Early Learning Centre (ELC) and OSHC                            |
| <b>EMPLOYMENT STATUS</b>    | Fixed term   |
| <b>ENTERPRISE AGREEMENT</b> | Launceston Church Grammar School <i>General Staff</i> Enterprise Agreement |
| <b>EA CLASSIFICATION</b>    | Preschool/Childcare Services Grade 6 (Level 8.1)                           |
| <b>REPORTS TO</b>           | Head of the Junior Campus  |
| <b>REPORTS</b>              | ELC and OSHC Staff (in collaboration with the OSHC Supervisor)             |
| <b>LOCATION</b>             | Launceston Church Grammar School (LCGS), Tasmania                          |

## Scope of position

The Manager of Early Learning Centre (ELC) at LCGS takes responsibility for a range of tasks to ensure the smooth, effective day-to-day running of the ELC, which caters for children from 3 years of age.

The ELC aims to nurture children's wellbeing, ignite curiosity, and provide a stimulating and inclusive environment that reflects current best practices in early childhood education. Children are supported to develop a lively and enquiring mind, feel safe and secure, and reach their potential in all aspects of their development.

This position incorporates the role of Nominated Supervisor, with responsibility for ensuring compliance with the Education and Care Services National Law and Regulations, National Quality Framework (NQF), National Quality Standards (NQS), and ACECQA requirements.

The role also includes collaboration with the school's marketing and enrolments teams and leading a community-based playgroup program to strengthen engagement and foster future enrolments. The Manager of ELC also oversees the school's Outside School Hours Care (OSHC) program.

Educators at LCGS share responsibility for the quality of teaching, learning, assessment, and reporting. They are expected to model life-long learning, maintain high levels of pedagogical knowledge, and reflect the values of the School in their leadership and practice.

## Duties and Responsibilities

### SCHOOL LEADERSHIP

- Make a positive contribution to the design, operation, and continuous improvement of the School's early years program in collaboration with the Educational Leader.
- Support the Head of Junior Campus and Principal in their vision for the School and play an active role in the promotion of the Early Learning program at LCGS.
- Contribute to strategic school improvement priorities.
- Model and promote behaviour and attitudes that reflect the school's values.  
Lead and manage change in line with the School's strategic direction and priorities.
- Participate in school-wide events and serve on relevant internal and external committees as required

### GENERAL ELC LEADERSHIP

- Maintain positive, respectful relationships with children, families, and staff.
- Oversee student wellbeing and pastoral care in the ELC.
- Ensure effective and ongoing communication with families.
- Facilitate smooth and supported transitions from ELC to Prep.
- Collaborate on facility and resource improvements in the ELC.
- Undertake additional leadership responsibilities as determined by the Head of Junior Campus.

### COMPLIANCE AND GOVERNANCE (NOMINATED SUPERVISOR)

- Ensure full compliance with the *Education and Care Services* National Law and Regulations, NQF, and ACECQA requirements.
- Act as the Nominated Supervisor and maintain up-to-date knowledge of regulatory obligations, including child protection legislation.

- Maintain and submit regulatory documentation, including the QIP and incident reporting.
- Support and monitor risk assessments and health and safety practices.
- Liaise with the School's compliance and governance teams to ensure all obligations are met.

#### ADMINISTRATION & OPERATIONS

- Manage the day-to-day operations of the ELC, including routines, rosters, and events.
- Develop and manage budgets in consultation with the Head of Junior Campus.
- Coordinate enrolment session requests and maintain effective communication with the Registrar and Enrolments Team.
- Host parent tours and represent the ELC in marketing initiatives and community events.
- Develop and facilitate a playgroup program to strengthen connections with local families and build future enrolments.
- Ensure all administrative documentation is up to date, including policies, procedures, and compliance records

#### OSHC PROGRAM OVERSIGHT

- Lead and prepare the delivery and be the lead instructor of high-quality Before and after School care programs as well as the Vacation Care program.
- Ensure OSHC operations align with the My Time, Our Place framework and meet regulatory and community expectations.
- Oversee compliance, staffing, and communication for OSHC in collaboration with the Supervisors.

#### OTHER DUTIES

- Contribute to the broader life and culture of Launceston Church Grammar School.
- Undertake other responsibilities as required by the Principal or Head of Junior Campus, commensurate with the role.

### Key Selection Criteria

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#### QUALIFICATIONS, SKILLS AND EXPERIENCE

- Diploma of Early Childhood Education
- Demonstrated experience in a leadership role.
- Demonstrated passion for, and experience in an Early Learning Centre environment.
- High level of ICT skills, knowledge and effective incorporation into the ELC program.
- The capability to work co-operatively with students, staff and parents to produce the best outcomes for students.
- Regular and up to date professional knowledge and learning
- Involvement at relevant professional organisations

#### PERSONAL QUALITIES

- Enthusiastic, empathic, resilient and optimistic educator, who shows a commitment to the school values
- Be a committed life-long learner who is open to feedback and strives to continually improve their practice
- A high level of organisational ability: is flexible and can prioritise and manage multiple demands in a fast-paced environment
- Demonstrated ability to lead and manage a team
- Highly developed communication and interpersonal skills which enable positive relationships to be built with managers, peers, staff, parents and students
- Able to successfully work independently, and collaboratively, as part of a team.
- An understanding and commitment to the School's policies in relation to Child Safety

#### COMPLIANCE CERTIFICATIONS

- Current **Working with Vulnerable People Card (WWVP)**
- **National Police Check** or willingness to obtain
- Current **HLTAID012 First Aid qualification in an Education and Care Setting.**

## Safeguarding Children and Young People

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Launceston Church Grammar School takes the safeguarding of children and young people seriously. You must:

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

## Attitudes and personal qualities

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- Honest, trustworthy and ethical.
- High-level interpersonal and communication skills, balanced with a respect for confidentiality.
- Ability to work cooperatively and flexibility within a team.
- Supportive of the Anglican Ethos of Launceston Church Grammar School.
- Warm, caring nature and a sense of humour.
- Reliable, responsible and dependable.