



ELC Director

Position Information			
Responsible for	Strategic leadership and operational management of the Early Learning Centre including oversight of compliance, educational programs, staff and family engagement.		
Classification	Permanent (0.4 FTE)	Direct Reports:	ELC Session A & B teachers ELC Learning Support Assistants Playgroup Organiser
Date of Commencement	20 January 2027	Reporting to	Principal
Tenure	Ongoing	Appointment	Position open to permanent staff (current and prospective)
Document Revision Date	9 July 2026	Member of	Senior Management Team (SMT)

About the Role

The Early Learning Centre (ELC) Director provides strategic leadership and operational management to ensure high-quality Christ-centred early childhood education, regulatory compliance, the selection and training of staff, and staff mentorship. The ELC Director acts as the Nominated Supervisor, overseeing educational programs (EYLF/NQF), financial performance, safety standards, and family engagement.

The ELC Director will be responsible for supporting the Vision and Mission of the Centre and developing and maintaining an operating culture based on the Christian foundations, ethos and values of the School. The Director will run the Centre within the guidelines, vision, goals and policies set by the School, in accordance with legislation.

The Director is to actively embrace and integrate the School's classical Christian educational approach as it applies to the Preschool setting.

Responsibilities

Operational Leadership

- Manage day-to-day operations, including staffing, rostering, enrolment, and health and safety compliance (National Quality Framework).
- Work with the Business Manager to manage and implement the ELC budget and oversee efficient operation of the Centre.
- Liaise with the Out of School Hours Care (OSHC) providers as required.

Educational Leadership

- Work collaboratively with educators to provide curriculum direction and guidance.
- Guide the development and implementation of high-quality, play-based educational programs in line with the Early Years Learning Framework (EYLF) and National Quality

Framework (NQF) and Child Safe Standards as interpreted by the School's classical Christian educational approach.

- Document children's learning in line with the revised EYLF and service philosophy.
- Lead educators in reflective practice and continuous improvement of the instructional program.
- Oversee the embedding of a sound biblical Christian worldview throughout the Preschool program in line with the School's classical Christian educational approach.

Operational Compliance & Safety

- Act as the Nominated Supervisor under National Law, ensuring all policies, procedures, and safety standards are met.
- As Nominated Supervisor, ensure all educators, volunteers, and students are trained in the 2026 Child Safe Standards and maintain the National Early Childhood Worker Register.
- Maintain compliance with the Education and Care Services National Law and Regulations.

Staff Management and Support

- Lead recruitment, induction, performance management, and professional development.
- The Director will show strong spiritual, professional, relational, managerial and strategic leadership, seeking to develop best practices in all areas of operation, and demonstrate a high level of competence in personal and performance management, to ensure the continual improvement of professional competencies for staff.
- Provide release for ELC educators to ensure they have the required paid breaks and also a minimum 30 minute lunch break each day.

Child Safe Practice

- Proactively identify, manage, and report any child safety concerns in accordance with the Child Safe Standards.
- Implement "active supervision" strategies to ensure children are safe and engaged at all times, both at the service and on excursions.
- Adhere strictly to the service's Child Safe Code of Conduct, including safe use of digital devices and technology.

Family & Community Engagement

- Build strong relationships with families and the community, communicate effectively regarding children's development, and manage community stakeholder engagement.
- Oversee the 3 year old free Playgroup.

Senior Management Team

- Represent the ELC at weekly School Senior Management Team (SMT) meetings.
- Contribute to the strategic development of the Centre.
- Attend regular staff meetings, professional development days and School functions as published in the School calendar.
- Other responsibilities, as delegated by the Principal.

The Candidate

The suitable candidate for this position will demonstrate an active faith and membership/involvement in a local protestant Christian church. They will be an effective communicator, highly organised, logical and professional.

Essential qualities

- Exceptional communication, leadership, and interpersonal skills, along with a commitment to child safety and safeguarding children.
- Outstanding organisational and time management skills with an eye for detail and the ability to manage multiple priorities and deadlines.
- Strong interpersonal abilities, with good written and verbal communication skills and a commitment to collaborative, inclusive practice.

Essential qualifications

- Satisfactorily meets the Selection Criteria for a Classroom Teacher at Covenant Christian School.
- Bachelor of Early Childhood Education (or equivalent) and current teacher registration.
- Proven experience in a leadership role within an ELC, with demonstrated understanding of the Early Years Learning Framework (EYLF), National Quality Framework (NQF) and Child Safe Standards.
- Current Working with Children Check (WWVP) and proof of validity.
- Mandatory child safety training.
- Current first aid qualifications (including asthma/anaphylaxis).
- In-depth understanding of Child Protection and obligations in a professional education setting.
- Proficiency in the use of Google Suite and Microsoft Office, an advantage.

Note: The ELC Director role may be combined with being a session teacher (0.5 FTE) to give an overall load of 0.9 FTE if negotiated with a suitable applicant.