

POSITION DESCRIPTION
Manager | Early Learning Centre
for Edmund Rice Education Australia Colleges Ltd.

POSITION DETAILS	
Position title:	Manager - Early Learning Centre
Reports to (position title):	Regional Director of Education (QLD/ ACT/ TAS)
Organisation:	EREA Colleges Ltd
Contract tenure:	Permanent
FTE:	0.4
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
Location:	Brisbane/flexible
Direct reports:	ELC Directors (Mary Rice and IMCH)
Budget responsibilities:	Yes
Approved:	31 October 2024

1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia (EREA) seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation. According to *The Charter for Catholic Schools in the Edmund Rice Tradition*, EREA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

2.0 Context

EREA Colleges Ltd (EREA Colleges) is a company limited by guarantee established by the Member (EREA Ltd) to lead 18 Colleges and two stand-alone ELCs across five states of Australia. EREA Colleges is responsible for the strategic direction, financial management and legal obligations of its schools. Strict line-of-sight governance arrangements must be in place.

In all we do, we operate with Clarity, Accountability and Transparency.

3.0 Position Purpose

The Manager of Early Learning Education oversees the effective operations, governance, financial stewardship and compliance of Indooroopilly Montessori Children's House (IMCH) and the Mary Rice Early Learning Centre. The two Centre Directors report to this position and the Manager of ELC reports to the Regional Director of Education (QLD/ ACT and TAS).

4.0 Travel Required

Limited travel is expected.

5.0 Key Responsibilities and Accountabilities

1. Overseeing compliance responsibilities under the Family Assistance Law, National Law and National Regulations on behalf of EREA Colleges Ltd for two Early Learning Centres, including:
 - Ensure compliance with The Family Assistance Law and the Australian Government Child Care Subsidy System.
 - Ensure compliance with the Education and Care Services National Law and Education and Care Services National Regulations.
 - To promote and oversee the implementation of the National Quality Framework including compliance with the National Quality Standards.
 - Review of Quality Improvement Plans and Statement of Philosophy of each service.
 - Ensure that policies and procedures are in place in relation to the governance and management of the service and that they take reasonable steps to ensure those policies and procedures are followed.
2. Supporting the successful transition of EREA Colleges to Approved Provider status.
3. Representing the approved provider including:
 - Liaise with senior staff from Indooroopilly Montessori Children's House and Mary Rice Early Learning Centres.
 - Manage communications with the relevant regulatory authority.
 - Ensure that records are maintained inclusive of operational matters, child-related matters, staff matters and other matters.
 - Ensure that background checks, including criminal history checks, are carried out for relevant staff.
4. Support the monitoring and development of leadership and management structures, succession planning and workforce planning at EREA College's Child Care Centres, to ensure the Board, as AP, has appropriate oversight over such matters. Supporting the leadership of both ELCs centres to manage regulatory changes and responsibilities.

5. Safety:

- Review and modify existing policies for and establish a culture so that the ELC staff can maintain a healthy and safe environment for enrolled children, their families, staff and visitors at all times.
- Identify and address risks and non-compliance in the ELCs, ensuring the Duty of Care requirements under national and state legislation are met.
- Ensure the ELC's staff follow industry standard and EREA processes, policies and procedures and comply with all legislation that applies to children, staff and visitors.

6. Quality:

- Establish a culture of quality education and care in the ELC.
- In concert with the ELC Directors and staff; develop, embed and promote a collaborative Statement of Philosophy, Centre Vision and Mission.

7. Business: (Working with EREA Colleges Finance staff, the Centre Directors and Financial Managers)

- Oversee the Centre Director's and Business Manager's management of EREA financial policies, procedures and processes.
- Develop and implement plans to ensure the ELC meets targets, including but not limited to enrolments, staffing model and retention of enrolled children and staff.
- Develop appropriate financial and operational action plans.

8. Partnerships:

- Develop strategies to generate and deliver respectful and reciprocal relationships that respond to family's needs and expectations within the ELC's guidelines to deliver best practice outcomes for enrolled children and their families.

9. Inclusion:

- Ensure access, active participation and inclusion of all children and families.
- Develop strategies for the ELC's commitment to inclusion and ensure access for all children and families.
- Ensure all enrolled children and families, especially those experiencing vulnerability, can meaningfully participate within the program.
- Know and access available resources and services (internal and external) to support inclusion.

Other responsibilities:

- Oversee the maintenance of all centre information and ensure that record systems are up to date, in accordance with regulatory compliance.
- Develop an assurance and reporting framework to provide the EREA College's Board with line of sight as Approved Provider.
- Oversee and collaborate with key stakeholders in the creation of Master Plans.
- Where necessary to liaise with, and attend, ELC Advisory Council meetings as a representative of EREA Colleges.
- Attend the quarterly meetings of the EREA College's ELC Network forum.
- Collaborate with EREA Colleges executive and associated educational entities to investigate possible future growth opportunities in Early Learning.
- Support the Directors of the ELCs and their staff through a regular presence at the Centres.

6.0 Key Attributes and Experience

- Familiarisation:
 - with the National Law and Regulations.
 - with the Australian Children’s Education and Care Quality Authority National Quality Framework (NQF) and National Quality Standards (NQS).
 - with the Australian Government Family Assistance Law (Child Care Subsidy).
- Governance experience specific to early learning is highly desirable.
- Excellent organisation, administration and prioritisation skills.
- Consistency and a strong attention to detail.
- Effective verbal and written communication skills.
- A courteous, engaging and efficient manner.
- The ability to work collaboratively in a team and autonomously.
- Effective time management, achieving deadlines and follow up of actions.
- Confidence to seek out information/ raw data on topics as requested.
- Familiarisation with PRODA and ACECQA's National Quality Agenda IT System, Provider Entry Point (PEP)
- Understanding of, and commitment to the values of a Catholic educational network of schools in the Edmund Rice tradition.
- Awareness of, and support for, key EREA policies, procedures and practices.
- Commitment to goals and aims of Catholic education in the Edmund Rice tradition.

Mandatory Requirements

- Employment is subject to *Commission for Children and Young People and Child Guardian legislation*. It is a requirement to hold and maintain a valid Working with Children Blue Card.

Desirable Requirements

- Bachelor of Early Childhood or Diploma-level early childhood qualification (as approved by ACECQA).
- Advanced Diploma of Community Sector Management.
- Certificate IV Frontline Management or other business management qualification.

Selection Criteria

- Demonstrated experience in designing, developing, and establishing an ELC.
- Knowledge of, experience in and passionate commitment to the management or administration of an ELC.
- Demonstrated ability to mentor and support others to develop, plan and implement a high-quality, educational, and child-serviced program, meeting the needs of individual children and the group.
- A proven ability to work independently, demonstrate initiative and make decisions.
- Demonstrated ability to develop and maintain effective administrative systems including CCMS and Qikkids (or alternative fee system).
- A well-developed understanding of theories of early childhood development and current research and theories impacting the profession.

AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment.

Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

EREA EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero tolerance of any abuse.

It is our commitment to ensure that each and every student is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the EREA National and local Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child or student abuse and other harm, to be observant, and to report any and all child safety incidents or concerns.