



Position Description – Early Learning Manager

Dept/Location	Award/Agreement & Classification	Report to	Direct Reports
Early Learning	Early Childhood Education and Care Multi-Employer Agreement 2024-2026 CSE Director Level 6.1 to 6.9 (GV Level 6)	Area Manager	Assistant Manager Educational Leader/s Early Years Leaders

Scope

The Early Learning Manager is a leadership role with responsibility for the delivery of a high-quality education and care program with outstanding outcomes for children and families. The role ensures the service aligns to strategic goals of the organisation including demonstrating excellence in pedagogy and practice. It makes sure resources are used efficiently and effectively so that the overall operations of the assigned early learning service is maintained or exceeds expectations of quality, sustainability and safety. The role is accountable for the performance, management and leadership of all staff, teams and culture within the service. The Early Learning Manager's role encompasses partnerships within the local community and other service providers to ensure the service provided meets the requirements and reflects the context of the children, families and community in which it is located.

The Early Learning Manager assumes all responsibilities of the Nominated Supervisor and ensures that all National Quality Framework (NQF) requirements, legislative obligations and Gowrie Victoria's policies and procedures are implemented and adhered to.

The role is a key contributor to the continuous improvement of Gowrie Victoria through collaboration, reflective practice, and thoughtful, inclusive leadership.

Responsibilities

Gowrie Victoria is a flexible learning organisation. As such, the following is a list of indicative responsibilities for this role.

- Lead and oversee the effective development, implementation, and evaluation of all programs for children in consultation with the Head of Curriculum and Practice, the Educational Leader, and Early Years Leaders.
 - Programs will be aligned to Gowrie's philosophy, purpose, and values and reflect the community in which it operates.

- Establish and maintain ongoing relationships with all families and community partners to ensure that the programs offered at the service are responsive to the needs of the children and families in the community.
- Ensure ongoing compliance with licensing and legislation requirements, funding requirements, and service/lease agreement obligations, including auditing and reporting as required.
- Ensure ongoing compliance with organisational policies and procedures and provide input into the development of new policies and procedures.
- Manage the operational budget in line with agreed assumptions and budget allocations ensuring the ongoing viability of the service and maximising enrolments.
- In consultation with Executive, relevant staff and stakeholders, review the operating model for continuous improvement and identify areas for improvement.
- Lead the team in achieving an Exceeding rating under the National Quality Framework.
- Lead and coordinate service-level leadership and team meetings and embed Gowrie's learning and development framework including regular one to one meetings with all direct reports.
- Actively contribute to the broader early learning leadership team and the organisational leadership team
- Ensure a safe and inclusive environment for all employees, children and families.

Relationships

Key Internal Relationships

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|-----------------------------------|--------------------------------|
| • Gowrie Victoria Leadership Team | • People and Culture |
| • Early Learning Leadership Team | • Finance |
| • Early Learning Operations Team | • Marketing and Adult Learning |

Key External Relationships

- | | |
|--|---|
| • Families | • Key government agencies |
| • Key community partners, including schools and local government | • Early intervention and support agencies |

Required Competencies and Attributes

Knowledge, Skills & Experience

- Educational philosophy in keeping with Gowrie values and practices
- Significant experience in people management and leadership and an ability to develop and coach high performing teams and individuals.
- Demonstrated success in the operation of a large children's service.
- Proven ability to communicate effectively and develop strong partnerships with children, families, government agencies, other education services, and communities within the context of the service.
- Working knowledge of the Child Care Subsidy System (CCSS).
- Proficient user across the MS office suite of products, specifically Word, Excel, Outlook, and Teams and Childcare Management Systems and demonstrated ability to learn new platforms quickly
- Strong writing skills and the ability to prepare documents and reports for internal and external stakeholders.
- Applied knowledge of change management principles.
- Analytical skills
- Financial management skills
- Cultural leadership
- Risk management and mitigation skills
- Experience with child protection and regulators
- Research / evaluation and quality improvement knowledge and experience
- Interpreting evidence into practice and practice into evidence
- Presentation skills

- Strategic thinking skills
- Crisis / incident management and experience conducting high-quality investigations.
- Contract management
- Advocacy skills

Qualification, Certification and Training

- Bachelor Degree or higher in Early Childhood Education and Care awarded by a reputable training provider or university.
- Current certifications in First Aid, CPR, Anaphylaxis, EpiPen, and Asthma Management.
- Current Working With Children Check or VIT registration, criminal history check and other probity checks as required for the position.
- Demonstrated commitment to your own professional learning and development over the last 24 months, including demonstrated commitment to building leadership capability.

Values Alignment

Gowrie Victoria's purpose is underpinned by our Values which guide us in our daily practice, decision, and relationships.

- Curiosity
- Authenticity
- Commitment

Employee Acceptance

I <insert full name>, _____

of <insert residential address> _____,

accept this position description which is aligned to and in accordance with my employment agreement with Lady Gowrie Child Centre (Melbourne) Inc. I accept all items, tasks, content and responsibilities outlined within this position description.

Employee Signature _____ Print Name _____

Date: _____