



Position Description – Early Learning Manager

Dept/Location	Award/Agreement & Classification	Report to	Direct Reports
Early Learning	Children's Services Award, Level 6	Executive Manager Early Learning	Assistant Manager Educational Leaders Early Years Leaders

Scope

At Gowrie, we are committed to getting the right people onboard who will help us to achieve our purpose to champion excellence in early childhood education and care.

The Early Learning Manager is ultimately responsible for the delivery of a high quality education and care program for children at Gowrie Victoria. The role is accountable for the overall operation of the early learning service including management and leadership of all staff to ensure a viable service is provided to suit the needs of the local community 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 NQF requirements and Gowrie Victoria policies and procedures are implemented and adhered to.

The role is a key contributor to the continuous improvement of Gowrie Victoria practice through collaboration, reflective practice and 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 Pedagogy Leader, the Educational Leader and Early Years Leaders. Programs will be aligned to the Gowrie Victoria philosophy, purpose and values and reflect the community in which it operates.
- Establish and ensure 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.
- Ensure ongoing compliance with organisational policies and procedures and develop new policies and procedures
- Manage the operational budget in line with agreed assumptions and budget allocations, ensuring the ongoing viability of the service, maximising enrolments.
- In consultation with the team, 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 Victoria learning and development framework including regular one to one with all direct reports across the service
- Actively contribute to the broader early learning leadership team and the organisational leadership team

Relationships

Key Internal Relationships

- Gowrie Victoria leadership Team
- Early Learning leadership Team
- Operations team
- Support service teams
- Adult Learning team, including the RTO

Key External Relationships

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

Required Competencies and Attributes

Knowledge, Skills & Experience

- Substantial experience in people management and leadership, an ability to develop and coach teams and individuals
- Demonstrated success in the operation of a large children's service (>100 places)
- Demonstrated ability to lead and develop teams of staff
- 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
- Experience with CCSS and rostering systems
- Intermediate Microsoft Office 365 skills, specifically Word, Excel and Teams
- Professional writing skills, able to prepare documentation and reports for internal and external requirements
- Applied knowledge of change management principles

Qualification, Certification and Training

- Degree or Diploma in Early Childhood Education and Care awarded by a reputable training provider or university
- Current certifications in Senior First Aid, CPR, Anaphylaxis Management, Epipen and Asthma Management
- Current Working with Children Check and National Police Check
- Demonstrated commitment to your own professional learning and development

Values Alignment

Gowrie Victoria's purpose is underpinned by our Values which guide us in our daily practice, decision making and actions. To be successful at Gowrie Victoria you must possess the following attributes:

- Demonstrate the flexibility to learn and grow;
- Invest time in building relationships;
- Consistently pursue higher standards;
- Cultivate a friendly and supportive environment.

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: _____