



HAILEYBURY

# Position Description

## Director of Early Learning

Haileybury is one of the leading schools in the Asia-Pacific region with campuses and education programs at Keysborough, Brighton, Berwick, City (Melbourne), Darwin (NT, and China. The School has enrolments exceeding 5,000 across its operations. The School is acclaimed for its outstanding academic achievements, small class sizes, broad range of co-curricular activities and international opportunities, and has recently won 'Australian School of the Year' at the inaugural National Education Awards. Haileybury is one of the very finest educational institutions in the country, and proudly continues to innovate across all its extensive and diverse programs.

Haileybury seeks applicants for the following position:

Job Title:	Director of Early Learning		
Reports To:	CEO   Principal	To Commence:	January 2019
Campus Location:	Negotiable	No. of Vacancies:	1
Employment Status:	Full-time	Tenure:	Permanent
Salary	Competitive	Manages Others:	YES NO

### SCOPE

The Early Learning Centres (ELC) at Haileybury are of exceptional quality; with all centres in Melbourne exceeding national quality standards set by the Australian Children's Education and Care Authority in every assessment category. Haileybury's ELCs establish a pathway for each child to learn, discover and grow. Through flexible and creative programs, boys and girls aged three to five learn to think for themselves and grow in every aspect of their lives.

Haileybury's Early Learning Centres focus on the early years as a time of discovery, exploration, questions and learning in meaningful ways. The programs are expansive and educational.

The curriculum is linked to the Early Years Learning Framework, with learning reflecting our play-based philosophy. Children engage with developmentally appropriate activities that nurture their creativity, imagination, individuality, relationship building skills, emotional wellbeing and a sense of community.

Haileybury is looking to appoint an outstanding educational leader into the role of Director of Early Learning. This is an exciting opportunity with wide-reaching operational autonomy across all of Haileybury's ELCs, and exceptional prospects for further development of our program.

Specifically, this role relates to Quality Area 7 of ACECQA's National Quality Framework:

**Quality Area 7:** Leadership and Service Management

**Standard 7.1** Governance supports the operation of a quality service

**Standard 7.2** Effective Leadership builds and promotes a positive culture and professional learning community



## RESPONSIBILITIES

- Lead the development and operation of Haileybury's four ELC sites in Melbourne, and provide extensive support to its operations in Darwin, NT.
- Collaborate closely with each Head of ELC on a weekly basis
- Maintain current centre practices at an '*Exceeding*' level for all centres and all standards – including maintenance of QIP, policies, practices and procedures
- Ensure all government reporting is completed and represents best practice
- Meet once a month with each ELC team
- Update staff with current sector-related matters and lead professional discussions
- Conduct regular PRP visits for all staff
- Assist in all staffing and recruitment matters
- Prepare and lead all Cross-Campus meetings at the beginning of each term
- Meet twice per term with all four Heads of ELC, and liaise with the Head of ELC in Darwin on a regular basis
- Support new Heads of ELC in their roles and grow their leadership capacity
- Explore current theory, political discussion and research in Early Childhood Education

### **In relation to Haileybury:**

- Lead the development of additional Haileybury ELC facilities, if required, from planning and design, registering a new service, regulatory compliance and employment of staff
- Work with Department of Education and Training to ensure Service approval is granted
- Work within a budget to furnish and equip a new service to the highest level
- Mentor and coach new staff, ensuring continued staff development
- Develop complete set of documents for new ELCs to be assessment-ready on opening
- Oversee the implementation of a new program model where required
- Oversee all associated government requirements relating to CCB and CCR and their replacements
- Continue to develop and implement the business model for Haileybury Early Learning as outlined in the Future ELC plans proposal
- Liaise with IT with the ongoing development of the ELC app and online profile
- Lead cross campus projects and curriculum innovations
- Manage the ELC administration budget

### **In relation to the Early Childhood (EC) sector:**

- Develop closer links with EC advisory bodies; ECA, ELAA, Monash University
- Maintain and develop Haileybury ELCs as leaders in the sector.

## KEY SELECTION CRITERIA

- Substantial leadership experience in an academic setting
- Proven success at devising, managing and delivering a complex and academically successful institution
- Budget management experience
- Ability to initiate and implement ideas to enhance the school



- Excellent people and time management skills
- Ability to manage pastoral issues through effective dialogue and process – staff, students and parents

## PERSONAL QUALITIES

- Well organised
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Ability to be part of and lead a dynamic team.

## ACADEMIC QUALIFICATIONS & EXPERIENCE

- Relevant tertiary qualifications and experience in education.
- Experience managing and leading operations in a complex, multi-campus education environment.

## INHERENT REQUIREMENTS

(This sections gives information about the physical and emotional health abilities required for the position)

### Cognitive Demands:

- Ability to work with groups of teenage and younger students and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions and/or be involved in high-level decision-making
- Ability to be resilient when dealing with staff and students
- Ability to perform role whilst managing students' behavioural demands.

### Physical Demands:

- Ability to stand for long periods of time, to write on a blackboard/screen, move freely amongst a class of students for up to seven hours per day and to work at a computer
- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to lift/carry parcels of up to 5 kgs for short distances.
- For full-time staff only:
- Ability to manage students in a sporting situation, accompany students to sporting venues and assist with the delivery and demonstration of skills in training sessions
- Ability to coach in both indoor and outdoor environments
- Ability to demonstrate sporting activities with the upper/lower limbs, move upper/lower limbs through a full range of movement and simultaneously coordinate upper limb/lower limb activity
- Ability to demonstrate sporting activities in a variety of environments which may include indoor/outdoor/water.



## Environmental Demands:

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions and/or be involved in high-level decision-making
- Ability to be resilient when dealing with staff and students
- Ability to perform role whilst managing students' behavioural demands.

## GENERAL INFORMATION

- Entitlements include a mobile phone and car allowance.
- Teachers at Haileybury are expected to be involved in the School's co-curricular program and usually work some evenings and weekends as required.
- The successful candidate will be expected to support the vision and ethos of the School.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislations and Haileybury Policies and Procedures as set out in the Staff Manual.

## Further information about this position is available from:

Name:

Dr Stephan Muller, Deputy  
Principal

Email:

[stephan.muller@haileybury.vic.edu.au](mailto:stephan.muller@haileybury.vic.edu.au)

*This position description was prepared by: Ebony Gannon on 4 September 2018*