



## Position Description

# Early Education Centre Educational Leader

**OMNIA SUPERAT DILIGENTIA**  
DILIGENCE OVERCOMES ALL  
OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Vision*

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Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

### *Our Mission*

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Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

### *Our Aspiration*

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By 2022, our school aims to be an outstanding\* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(\*Outstanding - as defined by the National School Improvement Tool)

### *Our Values*

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- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

### *Location*

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<b>THE ROLE</b>	
<b>Position Title:</b>	Early Education Centre Educational Leader (Pedagogical Coach)
<b>Department:</b>	Early Education Centre
<b>Reports to:</b>	Director of EEC
<b>Classification:</b>	Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021

### *Your Opportunity*

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The Early Education Centre Educational Leader (Pedagogical Coach) is a significant leadership position that carries responsibilities for supporting the teaching and learning programs in the EEC, Kindy to Pre-Prep. The Early Education Centre Educational Leader (Pedagogical Coach), through his/her actions, will uphold the Vision and Mission of the EEC, specifically Ipswich Girls' Grammar School including Ipswich Junior Grammar School and will actively support all teachers and Lead Educators to provide the best learning environment for all children.

As the EEC Educational Leader, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

### *Your Role*

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#### **Leadership Responsibilities**

- Liaise directly with the Director of the EEC on all matters pertaining to the teaching and learning programs and daily operational needs of the Centre
- Guide the implementation of the EEC pedagogical vision and lead the future planning and development of the EEC teaching and learning program, ensuring it aligns with the School's Vision, Mission, Values and Strategic Plan.
- Collaborate and consult with teachers (inclusive of JS specialist teaching staff) and Lead Educators, including all classroom staff, weekly and when appropriate.
- Maintain an active leadership and support role.
- Arrange for the induction and on-going mentoring of new staff members, including support staff.
- Address EEC Community- staff and families- regularly to share EEC teaching and learning vision and pedagogy.
- Communicate with school community through the Junior Grammar Bulletin and Facebook.

#### **Children**

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same. No staff member should be performing another task whilst supervising the children.
- Be a passionate educator and strive to achieve goals (as outlined in the Policy Manual) and ensure our Centre philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Make yourself familiar with the Reggio Emilia philosophy and the Early Years Learning Framework and utilise to inspire independent learners.

## **Families**

- Be courteous and helpful to the families.
- Look for opportunities within the Centre where a family may become involved e.g. multi-cultural events, craft activities, fund raising and parent committees.
- Respect the confidentiality of all information about a child. Any concerns should firstly be discussed with the Director.
- You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the Floor Book ensuring that this valuable communication tool is being fully utilised.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to relevant colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Attend parent meetings as requested by the Director or parents.
- Share information with the family relating to their child and the daily activities of the Centre.
- Act as a resource person for families.
- Encourage families to participate in Centre decision-making and experiences.
- Attend monthly staff meetings.
- Aim to complete the daily diary as a means of reporting to families.

## **Colleagues**

- Implement the room's routine and the Centre's procedures
- Attend all staff meetings and present a variety of topics
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Nominated Supervisor and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard High-Quality bracket in line with the National Quality Standard aiming for a rating of 'excellence'.
- Work as a team, sharing room responsibilities.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the Centre's half yearly staff appraisals and staff reflection activities
- Participate in the Centre's SWOT and goal setting programs every six months.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff brings to the Centre. Every staff member is unique and has something to offer- aim to tap into this wealth of knowledge and incorporate ideas in your own experiences.
- Familiarise yourself with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Authorised (Nominated) Supervisor for further support.
- Oversee and guide staff in observing and planning for individual children and the total learning environment.
- Oversee and collaborate with staff to ensure that the program is continually improving.
- Oversee that each room is aesthetically supporting family involvement and representing each child and their needs and interests.

## **Early Education Centre Program**

- Develop the planning, implementation and evaluation of the program (in consultation with the colleagues and the Nominated Supervisor, if needed)
- Oversee and maintain the developmental records of each child and ensure that Lead Educators are also doing the same).
- Know and implement the Early Years Learning Framework in your program and records
- Oversee the implementation of the program in the in-door and out-door environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.
- Organise any project materials, interest areas and general preparation for the room.
  
- Ensure that the program is regularly evaluated, monitored and rotated so as to provide for an interesting and challenging environment (consulting with colleagues to provide variety and input from various perspectives).
- Participate in at least 4 in-services a year to support your professional development

## Early Education Centre

- Sound understanding of the National Quality Standard and National Framework
- Working knowledge of the Early Years Learning Framework and Queensland Kindergarten and Learning Guidelines.
- Awareness of current issues in children's services.
- Demonstrated ability to work in partnerships with families.
- Demonstrated professional level of written and verbal communication skills.
- Extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- Provide ongoing support and assistance to the Nominated Supervisor in all areas of administrative procedures, curriculum development, parent and community liaison, staff professional development and training, and any other areas as the need arises.
- Facilitate the successful implementation of the Quality Improvement Plan as per the 'Centre's' routine
- Ensure the Nominated Supervisor is informed of any problem arising, which would affect the children or the smooth running of the Centre.
- Any other duties, within the scope of the position, as specified by the Nominated Supervisor.
- Oversee programming promoting commitment to continual improvement to the quality of care provided within each room.
- Overseeing the following of housekeeping practices, which ensure that equipment is maintained at an optimal level, and the Centre is kept clean and tidy.
- Assist in providing an environment that is safe, interesting and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)
- Facilitate the successful implementation of the Quality Improvement Plan and Accreditation System as per 'Centre's' routine.

## *Relevant Qualifications and Experience*

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- Relevant tertiary degree/s and teaching qualifications.
- Registration as a teacher in Queensland or eligibility for registration.
- Previous experience in a leadership or management role in an EEC or the ability to lead and manage the staff is desirable.
- Teaching experience with Early Years Education is required.
- Previous experience in the successful delivery of Early Education teaching and learning programs.
- Relevant experience in Early Years Education operational and/or organisational roles.

## *Selection Criteria*

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Within the context of the duties described above, the ideal applicant will be someone who has:

1. A vision for the development of appropriate pedagogies at the EEC (Reggio Emilia and Inquiry-Based Learning) at the Early Education Centre as part of Ipswich Junior Grammar School that aligns with the School's Vision, Mission, Values, Strategic Plan, policies and procedures and the ability to implement the vision.
2. Demonstrate highly effective communication skills in both speaking and writing.
3. Demonstrated capacity to oversee and manage all aspects of the pedagogy and curriculum at the EEC, inclusive of the development, administration and management.
4. Demonstrated experience with and capacity to identify areas for improved understanding and growth of the team's pedagogical framework.
5. Demonstrated ability to effectively lead a team, work collaboratively and support the development of individuals, both staff and children.