



Director of Kindergarten

Arlington (Junior School)

Position Description

The Director of the Kindergarten (Arlington Campus) will be responsible to the Principal for the overall welfare and daily functioning of the Junior School (3 – 4 year olds).

“As far as is humanly possible the children are seen only as individuals, each one very different from every other one, with varying rates of growth and abilities. To work with them as individuals there must be real warmth and complete acceptance of each child as he or she is...”

Margaret E Lyttle

He/she will work in close cooperation with the Principal and Head of Campus (Arlington) as part of the Preshil Leadership Team to build and maintain a strong and united school across both campuses where children are supported through the transition from the Kindergarten to the Primary School and on to the Secondary School. The Director of Kindergarten will be supported by the Head of Campus (Arlington) through a strong, shared understanding of Early Years education and the specific philosophy and approach to learning at the Preshil Kindergarten.

He/she will understand and respect the history and the progressive ethos of the school and of the collegiate working relationships of Preshil staff on the Arlington site and will work to nurture and enhance that collegiality and sense of community through his/her own leadership style.

This full-time leadership position will have up to a 0.6 teaching allocation, including planning time, with the remainder of the time allocated to the leadership role.

Duties and Responsibilities

To take a collegial role in School Leadership:

- Supporting the leadership of the school Principal and Head of Campus
- Building a successful transition from Kinder through to the Primary School
- Contributing to the planning and implementing the school's strategic plan for the Kindergarten and wider Early Years program
- Advocating for the appreciation of the crucial role of Early Learning plays in all subsequent education
- Building a values-based culture of respect and collaborative relationships in line with Preshil's core values as articulated in the "Courage" document
- Sharing the responsibility for the recruitment of staff
- Enhancing the school's reputation in the school and wider community for a progressive and innovative program
- Working alongside the Registrar to conduct family tours and support the effective induction of families new to Preshil

To take responsibility either personally or by delegation for all leadership and administration of the Kindergarten program including:

- Leading the further development and implementation of the Kindergarten program to ensure that each child's individuality, creativity, learning and capacity to build strong social relationships is nurtured
- Interacting with the children in creating a safe, nurturing and beautiful environment which inspires curiosity and imagination
- Modelling and leading outstanding Early Learning teaching practice and knowledge – particularly the capacity to lead a play-based model of inquiry learning
- Meeting the requirements of the National Quality Standards including overseeing the development of the Quality Improvement Plan, and other compliance obligations
- Overseeing the implementation and management of policies applicable to the Kindergarten
- Providing representation on the 'Well-being and Learning Support' Team
- Overseeing the creation of a schedule which supports a flexible, play-based inquiry approach to learning
- Developing strategic relationships to enhance professional development opportunities with external institutions such as Monash University Early Childhood Department, The University of Melbourne Graduate School and other Early Learning networks
- Overseeing assessment, documentation and reporting of each child's progress
- Overseeing duty rosters and meeting schedules
- Ensuring that individual needs are identified and catered for
- Contributing to the implementation of the campus Emergency Management Plan

Together with the Head of Campus and the Principal to take responsibility either personally or by delegation for all kindergarten staff matters including:

- Staff wellbeing, management and professional development, allotments, positions of responsibility and daily organisation
- Leading staff in learning from and reflecting on current research in the area of Early Learning and attending appropriate professional development
- Staff accountability and appraisal
- Induction and mentoring

Together with the Head of Campus take responsibility either personally or by delegation for all student and associated parent matters including:

- Student management, attendance and pastoral care
- Organising Arlington events such as Doo Dahs, Winter Solstice, and campus-wide programs
- Coordination of special medical needs and additional learning needs
- Transition of students to the Primary School including parent information sessions
- Leading effective communications with Kindergarten families
- Overseeing the Extended Care program

Together with the Head of Campus have responsibility for the financial management of the Kindergarten budget and its key responsibilities including:

- Setting financial priorities through:
 - Approving and monitoring of purchase orders, staff reimbursements and petty cash requests
 - Ensuring the budget is managed effectively
 - Pursuing opportunities to access alternative forms of funding
 - Having input into decisions regarding fees, bonds and extended care charges

By delegation, take responsibility for Kindergarten facilities, resources and maintenance:

- Ensuring that the Kindergarten buildings, furniture, equipment and property are kept clean and tidy to a high standard
- Assisting with planning and management of Kindergarten building works as required
- Arranging and coordinating Kindergarten working bees

Safeguarding Children and Young People

Our organisation takes child protection seriously, and as an employee or volunteer of Preshil The Margaret Lyttle Memorial School, you are required to meet the behaviour standards outlined in our Safeguarding Children in Schools Code of Conduct. Attached to this document is this Safeguarding Children in Schools Code of Conduct. You can also access a copy of these guidelines via the Preshil website <http://www.preshil.vic.edu.au/why-preshil/policies/>

Therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people

Conditions of Employment

The successful applicant will be subject to a Working With Children Check and Criminal History Records Check where applicable.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.