



Annesley Early Learning Centre

STAFFING OVERVIEW to DETERMINE RESPONSIBLE PERSON PRESENT

The Director, ELC is appointed by the Principal to oversee the day to day operation of the Early Learning Centre. The Director, ELC is the Nominated Supervisor of the Centre and reports to the Principal, Annesley Junior School. The Director, ELC is also the Educational Leader of the Centre to oversee the planning and delivery of the learning programs in line with the National Quality Frameworks and the International Baccalaureate Primary Years Program. The Director, ELC is also a member of the Annesley Junior School Management Committee.

Each program/class in the ELC is conducted by an Educator (Diploma in Children's Services or equivalent qualification) or a Teacher (Bachelor Early Childhood Education or equivalent qualification) and is supported by Co-Educators (working towards or qualified with Diploma in Children's Services or equivalent).

The Annesley Principal, Teachers and Educators in the ELC are approved to hold Supervisor Certificates. In the event the Director is absent from the Centre one of these staff members will be nominated to act in the role as Supervisor.

All ELC staff under the direction of the Director, ELC are responsible for the welfare of the children attending the ELC. Each staff member plays a vital role in maintaining the learning environment both indoors and outdoors, in documenting the children's development and planning experiences to support their learning, ensuring records are maintained, expenditure is kept within the budget allowances, policies are understood and developed to reflect changes. The future direction of the ELC is developed with input from the Management Committee, ELC staff members, the parent community and the Annesley Council. Every aspect of our pedagogy is in a constant cycle of reflection, reviewing and responding. The areas highlighted for improvement are then planned in

accordance with the objectives of the Annesley Junior School and the Quality Improvement Plan developed for the ELC.

VOLUNTEERS AND STUDENTS

We welcome volunteers, students on practicum placements and students gaining work experience into our Early Learning Centre. This provides the ELC team with an opportunity to connect with members in our wider community and expand our perspective as a community of learners.

- All volunteers and students working in the Centre will be expected to adhere to the Annesley Code of Conduct.
- Each adult in the Centre is expected to conduct themselves in a respectful and professional manner as they are seen as role models to the children in the Centre.
- Volunteers and students will be under the guidance of the Director and the ELC staff in each of the ELC programs.

Guidelines for Participation

- They will be inducted into the Centre by the Director or an appointed Teacher/Educator so they will be familiar with policies and practices in the Centre. This is to ensure the safety and consistency of the programs for all concerned.
- They will have supervised limited access to student files
- They will be under the guidance of the Director and the teaching staff
- They will not answer telephones or answer general enquiries from current or prospective families
- They will work with children alongside a staff member, never alone
- All teaching plans and experiences will require prior consent from the Director or Teaching staff before being presented to the children