

Early Learning Centre Educator

Early Learning – Childcare Services

Job Specification

Summary and Purpose of Position and its Responsibilities

The role of the Early Learning Centre Educator is to pro-actively assist in the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups attending the St Peter's Woodlands (SPW) Early Learning Centre (ELC).

Whilst the role will include working with children within the ELC and being proactive about their duty of care, you may be requested to undertake tasks associated with room set up, administration, general cleaning, maintaining general tidiness, administering first aid and snack preparation.

It is expected that you will demonstrate effective knowledge of the National Quality Framework and embed this understanding in your practice. You are also expected to uphold and support the SPW vision, values, policies and procedures and model loyalty and commitment to the School.

Your rostered hours of work are likely to be different from term time to the holiday period as parents make separate bookings for the holiday periods.

Role Accountability and Working Relationships

This position is accountable directly to the ELC Director for the performance of your duties.

Terms and Conditions of Employment

- This position is classified as Non-Teaching Staff - Level 3.
- Full-Time & Part-Time Contract Position
- The level of remuneration and conditions are established by reference to the current St Peter's Woodlands Inc. Enterprise Agreement 2023.
- As an ELC Educator, you are expected to work alongside the Early Childhood teacher/ELC Lead Educator in the room in facilitating the learning and teaching program for that group of children.
- You are expected to work your allocated shift as per your contract of employment.
- You are expected to work in the Holiday Program with hours to be determined by enrolment and in negotiation with the ELC Director.

Role Description

Key Responsibilities / Duties

You are expected to:

- Contribute to the implementation of the Early Years Learning Framework for individual children and groups as required.
- Lead groups of children in experiences (e.g. reading stories, dance and songs).
- Implement daily care routines in a sensitive and respectful manner.
- Actively contribute to the development of a strong, collaborative and supportive team.
- Engage in and support a culture of continuous learning.
- Respect and maintain confidentiality.

- Undertake and implement the requirements of the National Quality Framework.
- Maintain designated storage and work areas.
- Implement appropriate hygiene practices (e.g. hand washing, toileting and cleaning of equipment).
- Assist the Early Childhood Teacher/ELC Educator with observations of children.
- Participate in professional learning activities and staff meetings as required.
- Actively participate in implementing key improvements identified in the SPW ELC Quality Improvement Plan (QIP).
- Adhere to ELC Policies and Procedures and complete the required check lists.
- Work in accordance with health and food safety regulations.
- Provide first aid if required and to have undertaken the HLTAID012 First Aid course.
- Undertake any other tasks requested by the ELC Director, Head of Early Years or member of the Executive Leadership Team (ELT).

Person Specification

Essential Skills, Knowledge and Abilities

- Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner
- Ability to model and develop positive behaviour strategies with children.
- Demonstrated ability to build positive relationships with children and foster their social and emotional development.
- Ability to work with other team members in the inclusion, support and care of all children.
- Effective knowledge of the Early Years Learning Framework.
- Sound knowledge of the National Quality Framework and Regulations.
- Well-developed observation and reporting skills.
- Willingness to be observed, accept feedback and seek direction.
- Effective interpersonal skills both verbal and written.
- Effective consultative and supervisory skills.
- Demonstrated ability to effectively and appropriately support individual children or groups during activities without supervision.

Essential Experience

- A demonstrated ability to work effectively and appropriately with young children and their families.
- A demonstrated ability to work effectively and professionally with colleagues.

Essential Qualifications

- Degree in Early Childhood Education or ACEQUA approved Diploma Qualification.
- Current First Aid Certificate
- Successful completion of Responding to Risk of Harm, Abuse and Neglect Training.
- Current WWCC Certificate.
- Proof of identification must be provided.

Desirable Experience

- Worked in an early learning centre/school environment.

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

