

# ELC Lead Educator

## Education Support Officer - Early Childhood, Level 4

### Job Specification

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St Peter's Woodlands Early Learning Centre (ELC) aims to provide an extraordinary education through a welcoming, nurturing environment full of discovery and joy for all. Engaging in play is integral, underpinning all learning experiences. We value our partnership with each family, fostering open, supportive relationships. We recognise that every child is unique and capable. We seek and treasure connections with our extended school and local community. Embracing all cultures in authentic experiences is an ongoing priority.

St Peter's Woodlands Early Learning Centre is committed to guiding children with gratitude and kindness at the heart of all we do.

### Summary and Purpose of Position and Its Responsibilities

The ELC Lead Educator, works closely with the ELC Director, to pro-actively prepare, implement and evaluate a developmentally appropriate program for individual children or groups attending the St Peter's Woodlands (SPW) ELC.

The position is responsible for leading and supporting the wellbeing learning and development of children within the room whilst also providing pedagogical leadership, with support from the ELC Director. The Lead Educator must have the ability to build and maintain strong relationships with children and their families and is required to undertake tasks associated with room set up, administration, general cleaning, maintaining general tidiness and administering first aid.

It is expected that the ELC Lead Educator demonstrates effective knowledge of the National Quality Framework and upholds and supports the SPW vision, values, policies and procedures and model loyalty and commitment to the School.

### Role Accountability and Working Relationships

This position is accountable directly to the ELC Director.

### Terms and Conditions of Employment

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- This is a full-time (1.0) position, working 48 weeks per year.
- This position is classified as Non-Teaching Staff - Level 3 and attracts an additional allowance to Level 4 for higher duties performed.
- The level of remuneration and conditions are established by reference to the current St Peter's Woodlands Inc. Enterprise Agreement 2023.
- The position is Monday to Friday, with hours of work as per the agreed timetable, during School terms. During School holiday periods, the days and hours will be decided by the ELC Director, in consultation with you.
- You are entitled to 4 weeks' annual leave per year or an equivalent period on a pro rata basis for part of a year's service. Your annual leave will normally be considered to be taken during the three weeks each year when the Early Learning Centre is closed over Christmas.
- During holiday periods, due to the operational requirements of the Early Learning Centre and the need for flexibility in working with parents and children, there may be times when we require a Lead Educator to reduce or increase hours at short notice by negotiation. School term break rosters will be negotiated during the term prior.
- During School terms – due to operational requirements of the Early Learning Centre and the need for

flexibility in working with parents and children, there may be times when we require an Educator to increase their hours at short notice by negotiation.

- Any increase or reduction of hours will be by mutual agreement, documented and deemed to be leave without pay or accrued Time Off in Lieu (TOIL). Any increase in your hours of work up to 37.5 hours per week, will be paid at your ordinary hourly rate of pay. Additional hours, by mutual agreement, in excess of 37.5 hours per week, may be banked (using a timebook) as TOIL) which can then be used in negotiating holiday work.
- As an ELC Lead Educator, you are expected to work alongside the ELC Director and other Educators in facilitating the learning and teaching program for that group of children.
- Your typical weekly timetable may be reviewed from time to time.

## Role Description

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### Lead Educator

- Design, plan, implement and evaluate educational programs and practices in consultation with the ELC Director and Preschool Teachers
- Lead and support the health, wellbeing, learning and development of children with the Centre
- Supported by the ELC Director, provide pedagogical leadership within the room
- Build and maintain strong relationships with children and their families
- Lead groups of children in experiences (e.g. reading stories, dance and songs)
- Implement daily care routines in a sensitive and respectful manner
- Provide leadership to all staff working within the room and build a collaborative effective team
- Maintain designated storage and work areas
- Work closely with community members and external agencies as required
- Implement appropriate hygiene practices (e.g. hand washing, toileting and cleaning of equipment)
- Collaborate with the ELC Director and Director to report on children's progress

### Compliance

- Lead the delivery of National Quality Standard requirements within the room
- Ensure compliance with ELC Policies and Procedures and complete the required check lists
- Actively participate in implementing key improvements identified in the SPW ELC Quality Improvement Plan (QIP)
- Work in accordance with health and food safety regulations
- Provide first aid as required

### Other

- Engage in and support a culture of continuous learning
- Respect and maintain confidentiality at all times
- Actively contribute to the development of a strong, collaborative and supportive team in partnership with the ELC Director and Head of Early Years.
- Participate in professional learning activities and ELC staff meetings.
- Undertake any other tasks requested by the Director ELC and Head of Early Years or member of the Executive Leadership Team (ELT)

## Person Specification

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### Essential Skills and Abilities

- Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner
- Demonstrated 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
- Demonstrated ability to work with other team members in the inclusion, support and care of all children
- Effective knowledge of the Early Years Learning Framework
- Effective 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

- Demonstrated ability to work effectively and appropriately with young children and their families
- Demonstrated ability to work effectively and professionally with colleagues
- Demonstrated ability to design, plan, implement and evaluate educational programs and practices

### Desirable Experience

- Worked in an early learning centre/school environment

### Essential Qualifications

- ACECQA approved Diploma Qualification
- Current First Aid Certificate
- Mandatory Notification Certificate or the willingness to undertake the same
- Current WWCC Certificate
- Proof of identification must be provided

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