

ELC Teacher

St Peter's Woodlands Grammar School

Job Specification

Summary and Purpose of Position and its Responsibilities

As an Early Childhood Teacher (ELC) in the Early Learning Centre at St Peter's Woodlands, you are accountable for the Key Responsibilities and Duties listed below which have a clear learning, teaching and pastoral focus. The fundamental role of the teacher is to develop and implement the Early Years Learning Framework with the Early Learning Centres philosophy, policies and practice. Within your role you take ultimate responsibility for the learning and teaching program. This includes providing support and direction for Educator colleagues who work alongside you in facilitating the learning and teaching program.

You will be expected to work closely with colleagues within an age group and across the centre to ensure there is strong pastoral care for all ELC children.

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.

Role Accountability and Working Relationships

You are directly accountable in your day-to-day operations to the ELC Director.

Terms and Conditions of Employment

- The level of remuneration and conditions are established by reference to the current St Peter's Woodlands Inc Enterprise Agreement 2026.
- Full time position commencing in Term 2 2026.

Role Description

Key Responsibilities / Duties

Teaching and Learning

- Develop a quality learning and teaching program which caters for the needs of individuals and groups of children in a respectful, supportive, equitable and inclusive manner.
- Develop and implement a vibrant, interesting, varied and appropriate children's program to meet the ongoing needs of the children, in accordance with the Early Years Learning Framework.
- Facilitate learning opportunities which cater for individual strengths, needs and emerging interests which will engage and challenge students.
- Create a calm, positive, organised, stimulating and safe learning environment.
- Integrate the use of age appropriate Information Communication Technologies which reinforce students social skills.
- Ensure an atmosphere of mutual respect among students and educators.
- Provide opportunities for students to develop self-discipline, self-direction and a sense of responsibility to others.



- Provide feedback to parents/caregiver in ways that create quality partnerships between home and ELC and maximise children's learning outcomes.
- Develop, implement and evaluate daily care routines.
- Plan and facilitate the inclusion of children with additional needs.
- Contribute to and support National Quality Framework principles.
- Actively contribute to the development of a strong, collaborative and supportive team environment.
- Actively support accountability, legal compliance and duty of care to children.
- Ensure policies and procedures are adhered to.
- Support a culture of continuous learning in the workplace by sharing educational practice and professional learning experiences
- Record observations of children for the purposes of informing the educational program and personalise student learning.
- Assess student performance in a variety of ways using continuous assessment practices that inform and support the learning process.
- Collect and maintain accurate and comprehensive records of student learning and achievement.
- Report effectively to parents/caregivers via ELC learning portfolios, formal interviews, impromptu discussions and formal written reports.
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules.
- Attend and contribute to meetings for subject, admin and staff and parent-teacher meetings, school events, excursions, assemblies and services.
- Establish and maintain effective communication and working partnership with families to maximise student learning.
- Communicate with parents or guardians, students and colleagues in a professional and constructive manner in a climate of mutual respect.
- Work in partnership with all members of the community to ensure an optimum learning environment.
- Comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relation to your health. You must take reasonable care to protect your own health and safety as well of the health and safety of others who may be affected by your actions or omissions.
- Actively and publicly promote and support the vision, ethos, values and strategic direction of the School.
- Actively participate and engage in the school's performance development.
- Provide a child safe environment in accordance with the child protection standards.
- Any other tasks as may be requested by the Principal/Head of Early Years.

Person Specification

Essential Skills and Abilities

- Demonstrated passion, expertise and understanding of learning and teaching in the early years.
- Demonstrated ability to deliver a dynamic, innovative and student centred program.



- Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner.
- Sound knowledge of the NQF principles.
- Willingness to be observed, accept feedback and seek direction.
- Effective high level interpersonal, verbal, written and communication skills.
- Effective time management skills.
- Ability to demonstrate respect at all times and maintain confidentiality.
- Well-developed observation and reporting skills.
- Thorough knowledge of the SPW Early Learning Centre’s philosophy, policies and procedures.
- Good knowledge of child health and safety including safe environments, nutritional requirements, infectious diseases and infection control.
- Demonstrated ability to establish and maintain an effective learning environment.
- Expert knowledge and understanding of the Early Years Learning Framework.
- Demonstrated ability to teach appropriate behaviours and provide proactive support for children as they learn these.
- Demonstrated knowledge of and use of a wide range of assessment practices.
- Demonstrated ability to monitor student progress and cater for personalise needs within the learning and teaching program.
- Demonstrated ability to use initiative.
- Effective consultative, mentoring, coaching and supervisory skills.
- Demonstrated ability to work collaboratively as a member of a professional learning community.

Essential Experience

- Experience working in an Early Learning environment.

Essential Qualifications

- An appropriate Early Childhood Teaching qualification from a tertiary institution recognised by the South Australian Teachers Registration Board.
- Mandatory Notification Certificate or the willingness to undertake the same.
- Current Working with Children Check (WWCC) or the willingness to undertake the same.
- ACEQUA approved First Aid Certificate or the willingness to undertake the same.
- A willingness to contribute to the Christian ethos of the school.

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