

# Position Description

## EEC Educator

**OMNIA SUPERAT DILIGENTIA**

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Vision*

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Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

### *Our Purpose*

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Opening doors for a brilliant future.

### *Our Goals*

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**World Ready:** We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

**Future Focused:** We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

**True Belonging:** We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

**Destination School:** We leverage our unique place and space as a premier destination for learning and work.

**New Momentum:** We continue our legacy by making smart, resilient investments in our future.

### *Our Values*

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- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

### *Location*

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Address: 82 Chermside Road  
EAST IPSWICH QLD 4305  
Telephone: +61 7 3454 4447  
Email: [principal@iggs.qld.edu.au](mailto:principal@iggs.qld.edu.au)  
Website: <http://www.iggs.qld.edu.au>

THE ROLE	
Position Title:	EEC Educator
Department:	Early Education Centre
Reports to:	Director of Early Education Centre
Location:	Early Education Centre
Classification:	Educator Qualified - Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement
Hours:	Permanent, part-time 55 hours per fortnight Split Shift 6.15am - 8.15am and 2.30pm - 6.00pm

### *Your Opportunity*

As an Early Education Centre Educator, you will deliver the EEC curriculum in a coeducational learning environment (Early Years Learning Framework).

Under the direction and supervision of the Director of the EEC, the Educator will assist with:

- Developing and improving all aspects the Early Education Centre
- Implementing and promoting Ipswich Junior Grammar School aims within the Early Years
- Managing the daily operation of the EEC
- Maintaining a positive Junior School campus climate
- Continuing the development of the Early Years curriculum and a positive learning environment
- Ensuring the individual learning styles and needs of students are met through the curriculum, classroom practice and learning support
- Ensuring that the students of the Junior School understand and follow the established behavioural guidelines
- Implementing procedures and programs which focus on children's wellbeing.

As the EEC Educator, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School.
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities.
- Attend staff development and training programmes when and if appropriate.
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

### *Typical Duties/Skills*

Duties would include, but not be limited to, some or all of the following:

- Implementation of the early childhood program under EYLF (Early Years learning framework)
- Implement daily routine
- Ensure the health and safety of the children in their care
- Give each child individual attention and comfort as required
- Work in accordance with the licensing requirement of the Education and Care Services National Law (Qld) Act 2011
- Understand and work according to the Centre or service's policy
- The ability to sit and stand for long periods of time as well as the physical movements associated with the operations of the Centre and working with young children. This includes, but is not limited to, the physical movement of working with small children, operational aspects such as food preparation, food service and cleaning/maintenance of all areas of the Centre (internal and external).
- Co-ordinate and direct activities of educators engaged in the implementation of programs and activities in group settings
- Liaise with parents regarding the children in your care

- Ensure a safe environment is provided for the children
- Ensure that records are maintained and are up to date concerning each child in their care
- Develop, implementation, and evaluation of daily routines
- Ensure the centre or service's policies are adhered to
- Implement a detailed program that supports the inclusion of an inquiry-based curriculum
- Ensure that a planning cycle is evidenced at all time.

### *Your Role*

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- Ensure state regulations, accreditation standards and the goals of the EEC are adhered to at all times
- Be responsible for the safety of children at all times.
- Preparation of resources for all activities and cleaning of areas at the completion of activities.
- Maintaining and cleaning resources as required.
- Monitoring, evaluating and documenting children's learning through Kindyportal, the use of documentation panels and floor books.
- Maintaining accurate records of student attendance, progress and reporting anecdotally and photo evidence from observations made about children's progress.
- Fostering a supportive environment which enhances children's growth and confidence.
- Attendance at staff and department meetings and other scheduled meetings as required.
- Manage your classroom at the EEC.

### *Competency Required*

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- Be the holder of, or obtain, a Working with Children Suitability Card (Blue Card)
- Experience and knowledge in Early Childhood Education
- Knowledge of Early Education regulations and legislation
- Willingness to support the values and aims of the School
- Ability to promote an environment of dynamic, active and challenging learning
- Ability to implement current work programs in the classroom and willingness to participate in the review and improvement of current programs
- Ability to develop effective working relationships and rapport with students and staff
- Ability to develop confidence and self-esteem in students and to act as a role model in presentation, action and communication
- Ability to use a wide range of strategies to cater for diverse student learning needs and to effectively monitor student progress
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents and all school personnel
- Willingness to participate in professional development activities
- Willingness to participate in co-curricular activities of the school
- Good organisational skills
- Willingness and ability to use technology for clerical tasks and communication

### *Formal Qualifications*

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- Diploma qualification in the early childhood area (or its equivalent) from an accredited tertiary institution.

### *Selection Criteria*

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Within the context of the duties described above, the ideal applicant will be someone who has:

1. The ability to work as part of a dynamic staff
2. Knowledge of child development, current childcare practices, and early childhood pedagogy
3. Effective communication and interpersonal skills
4. The ability to relate well to children and parents
5. The ability to exercise sound judgement and carry out instructions
6. Good managerial skills

### *Blue Card*

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Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a**

**disqualified person.** Further information and relevant application forms are available on the Blue Card Services website [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard).

### *Final Statement*

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The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

### *Authorisation*

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I hereby agree that this Position Description accurately reflects my work requirements.

#### **Employee**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **Director of People & Culture**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date