



## Position Description

<b>Position:</b>	<b>Casual Early Childhood Educator (Early Learning Centre)</b>
<b>Position Status:</b>	Casual
<b>Classification:</b>	In accordance with the Presbyterian Ladies' College General Staff Agreement 2026
<b>Reports to:</b>	Head of Early Learning Centre. All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



## Position Overview

The Early Learning Centre provides exceptional early childhood programs for children from 6 months to school age in a spacious, state-of-the-art Centre. The Centre operates for 48 weeks each year, closing for 4 weeks during the New Year period.

An understanding of the Reggio Emilia approach to Early Childhood Education would be viewed favourably.

## Key Responsibilities:

Examples of duties include but are not limited to:

- work alongside Early Childhood Educators to implement a high quality and diverse educational program based on the VEYLDF and EYLF frameworks
- work with Early Childhood Educators in observing and recording the development of individual children
- actively support every child to participate in the program ensuring that children's agency and interests are promoted
- ensure all practices are in accordance with the National Quality Framework and reflect the philosophy, policies, and procedures of the ELC
- follow effective health and hygiene practices, including meeting all early childhood regulations relating to medical management plans, risk management plans, policies and procedures
- carry out tasks which are important for the care and provision of a safe and healthy environment for children
- maintain respectful, supportive, collaborative and responsive relationships with College staff, families, and children
- work collaboratively with other staff to provide a safe, caring, welcoming and stimulating environment for children
- adhere to the ELC Code of Conduct Policy
- attend to any other duties required by the Head of Early Learning

## Other Duties

- as directed by the Head of Early Learning Centre or Deputy Head of Early Learning Centre
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

## Key Relationships:

- Early Learning Centre staff, children, and families

## Mandatory Qualifications / Registrations / Certifications:

- minimum Certificate III in Early Childhood Education
- current Victorian Institute of Teaching (VIT) registration / Employee Working With Children Check (WWCC)
- current certification, or willingness to obtain certification, through PLC-run programs:
  - Provide First Aid (HLTAID012) and CPR (HLTAID009) certificates
  - Asthma First Aid certificate
  - Anaphylaxis Management certificate
  - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

**Please note:** Staff are required to maintain current certification and compliance training as required



### Knowledge, Skills and Experience:

- a strong understanding and knowledge of Early Childhood Development and Education
- understanding and knowledge of the National Regulations, National Law, the EYLF and the VEYLDF
- a demonstrated interest in children and actively supporting their cognitive, social, emotional, and physical development

### Key Attributes:

- a warm, positive, and considerate manner
- calm under pressure
- excellent interpersonal skills and a positive approach to working with children, families, educators, other professionals, and the community
- manage own workflow in an efficient and effective manner
- ability to effectively prioritise and multi-task
- ability to work independently and collaboratively as required
- a commitment to ongoing professional learning and growth
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

### Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.

### Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.

**All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Dr Emma Burgess**

Principal

February 2026

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*