



POSITION DESCRIPTION

CASUAL ASSOCIATE TEACHER, ELC



POSITION OBJECTIVES

The role of a Casual Associate Teacher is to facilitate, support and enhance development and learning of both 3-4 and 4-5 year olds through the implementation of the Reggio Emilia approach to early childhood.

KEY RESPONSIBILITIES

Leadership and management	<ul style="list-style-type: none"> Embrace and enhance the position of the College as a leading provider of education Exercise discretion and confidentiality in regards to information Establish and maintain a supportive school environment Have a broad knowledge of the life of the College, detailed awareness of individual children and a willingness to give of oneself rather than simply giving of one's time
Teaching and Learning	<ul style="list-style-type: none"> Help to deliver a stimulating learning environment by using a variety of styles and approaches to cater for children's individual learning needs Work as a team to assist in the implementation of an outstanding, challenging and supportive learning program based on developmentally appropriate practices Promote and provide for opportunities for all children to develop an understanding of his/her own self-worth and relationship to the world which allow the children to experience Christian celebrations such as Christmas and Easter within the Catholic tradition Develop cooperative, supportive and professional relationships with parents, staff and children at all times Implement strategies and expectations which promote a positive learning environment Perform other duties as appropriate to the position and assigned by Head of Early Learning Centre
Child Safety	<ul style="list-style-type: none"> Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety Provide children with a child-safe environment Proactively monitor and support children's physical and mental wellbeing Undertake regular training and professional development in Child Safety
Professional development	<ul style="list-style-type: none"> Commit to ongoing professional development in your area of work Continue development of ICT skills as technologies evolve Be an active member of a relevant professional association
General Duties	<ul style="list-style-type: none"> Abide by the EREA Code of Conduct Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures Other duties as directed by the Head of the Early Learning Centre and Director of Glendalough The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission A demonstrated understanding of the mission and vision of the College
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Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	Essential <ul style="list-style-type: none"> • Diploma or Certificate III Qualification • Proven expertise and knowledge the Reggio Emilia Educational Project and also Howard Gardiner's Multiple Intelligences • Passion and commitment for delivering a high quality education to young children • A demonstrated ability to develop and foster a positive learning environment for all children and families • A thorough understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and knowledge of the Early Years Learning Framework (EYLF) and National Quality Standards (NQS) • Current First Aid Certification (Asthma and Anaphylaxis accredited)
Skills and Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team with the ability to cultivate credibility, respect and honesty • Presents a professional and positive demeanour and is a solution orientated person • A collaborative approach with colleagues in planning and delivering curriculum • Proven experience in establishing and fostering relationships with students, staff and parents • Well-developed decision making skills • Demonstrated desire to apply a growth mindset to professional development • Excellent oral and written communication skills to a range of audiences • Strong organisational and time management skills, • Proven ability to integrate IT into the curriculum and teaching practice • Ability and willingness to accept policy directives

Position Description Approved (date): January 2022

Position Reports to: Head of the Early Learning Centre and Director of Glendalough

Job level/classification: In accordance with the VCEMEA 2018