

POSITION DESCRIPTION

EARLY LEARNING CENTRE PERSON IN CHARGE LONG DAY PROGRAM (Sandringham House)

‘Vincit qui se vincit’ - One conquers, who conquers oneself

VISION: Firbank students embody our motto – conquering themselves, their challenges and embracing possibilities.

PURPOSE: Firbank provides more than exceptional education. We care about our students and offer a breadth of experiences, knowledge and skills that equip them to be continuous ‘conquerors of learning’ and ready for life.

VALUES: Compassion, courage, curiosity, integrity and respect

FACULTY/POSITION	Early Learning Centre Person in Charge Long Day Program
LOCATION	Early Learning Centre
RESPONSIBLE TO	Head of Campus
FUNCTIONAL RESPONSIBILITY TO	Educational Leader
POSTION PURPOSE	The role of the PIC Long Day Program is to prepare, implement, document and evaluate developmentally appropriate ELC Long Day Program, incorporating ELC Holiday Program.

STUDENT ACHIEVEMENT AT FIRBANK

Firbank provides an inspiring, balanced and progressive learning experience which enables students to meet their potential through:

- An aspirational culture of learning that builds on each student's strengths
 - Challenging, relevant and engaging programs
 - Attracting and developing the best teachers
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KEY RELATIONSHIPS

INTERNAL

- Head of Campus, Junior School Brighton
- Educational Leader
- ELC Administrator
- Early Childhood Teachers and Co-educators
- Principal
- Students

EXTERNAL

- Parents
- Regulatory Bodies
- Support Services

1. OPERATION AND DAILY TASKS

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Respect the aims and objectives, and strategic plan of the school	Understands the School values, policies and procedures and meets expectations
Oversee the ELC Long Day Program (incorporating ELC Holiday Program), developing and evaluating the program, and promoting the program to families (in consultation with the Head of Campus)	Long Day Program runs effectively Communicates with ELC Educators to ensure a seamless transition between the Long Day and Standard Day programs
Contribute to the Standard Day Program in consultation with the Educational Leader and classroom teacher/s	Implements the requirements of the National Quality Framework, including appropriate documentation Engages in and supports a culture of continuous learning and improvement
Implement and record an appropriate food program in consultation with the ELC Administrator.	Provides for, records and prepares nutritional breakfast and/or afternoon tea Practice is in accordance with health and food safety regulations and Firbank/ELC Policies
Complete administrative tasks as required e.g. attendance	Assists and completes administrative tasks as required.
Actively contribute to the development of a strong, collaborative, and supportive team	Works with other team members in the inclusion, support and care of all children Communicates respectfully and professionally with colleagues
Carry out the tasks which are important for the cleanliness and organisation of the centre	Maintains the indoor and outdoor environments to ensure the delivery of safe and effective programs
Assist with observations of children	Provides and receives information about children to/from staff, across the whole program and contributes to the development of student portfolios as required

Cover lunch breaks and staffing shortages as required.	Flexibility to support staff shortages.
Contribute to the development of an active learning community	Participates in professional learning activities and staff meetings as required
Be actively involved as part of a collaborative team in assessing the service against the NQS to identify which practices can, or should, be improved upon and included in the service QIP.	Actively participates in implementing key improvements identified in the ELC Quality Improvement Plan (QIP)
Respect and uphold the National Law and National Regulations and policies of the School and policies of the Early Learning Centre	Implements the requirements of the National Quality Framework, the National Law and National Regulations and School Policies
Undertake responsibilities as a Responsible Person in day-to-day charge when required	Acts in accordance with the National Law and National Regulations
Undertake any other relevant tasks requested by the Educational Leader or Head of Campus	Completes tasks as required
Planning for Long Day Program performed in consultation with Educational Leader (3 hours per week).	High quality Long Day Program planned and implemented.

2. HEALTH AND SAFETY

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Follow all Health and Safety policies and procedures	Observes Health and Safety Policy
Report all known or observed hazards to Health and Safety staff representatives	Reports hazards when observed
Promote and support children's safety and wellbeing, anticipating potential threats. Report any incident or illness immediately and assist in providing medical attention if needed.	Maintains current First Aid, Anaphylaxis and Asthma Training Provides first aid if/when required Reports any incident or illness immediately as per the School/ELC Policies Contributes to health and safety in the centre Promotes and supports children's safety and wellbeing Conducts risk assessment and identifies potential threats

3. CHILD SAFETY

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Responsible for understanding and applying Firbank's Child Safety Policies and procedures	Has read and observes policies and procedures
Identify and address Child Safety Risks, child abuse indicators, management of disclosure, and internal/external reporting obligations	Has completed relevant training and observes policies and procedures
Comply with School Staff/student boundaries	Acts according to Child Safety Code of Conduct
Demonstrate awareness of issues relating to Aboriginal, cultural and linguistic diversity or disability, amongst students with whom you will have direct contact, in addressing child protections teaching and disclosures	Understands school's values and policies and meets expectations
Take all practicable measures to protect students where a risk to their safety has been identified whilst under your care	Considers and manages the safety of students within the school environment (e.g. camps/excursions, online environment, competitions, other events etc.)

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Firbank Grammar School reserves the right to vary this position description to meet the needs of the School.

QUALIFICATIONS AND EXPERIENCE

Relevant Early Childhood Education qualification or ACECQA approved Diploma or Certificate III

Qualification Current VIT Registration or Working with Children Check

Effective knowledge of the Early Years Learning Framework

Sound knowledge of the National Quality Framework and Regulations

KEY COMPETENCIES

Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner

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

Ability to work with other team members in the inclusion, support and care of all children