



Position Description

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| Position: | Early Childhood Educator (Early Learning Centre) |
| Position Status: | Full-time (40 hours per week), ongoing |
| Classification: | Level 4, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024 |
| Annual Leave: | 5 weeks' annual leave (includes College shutdown days over Christmas), 2 additional Gratis Days and 12 Rostered Days Off per year. |
| Reports to: | Head of Early Learning Centre. All positions in the College ultimately report to the Principal |

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College 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. The Early Learning Centre operates for 48 weeks each year, closing for 4 weeks during the Christmas vacation.

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

Key Responsibilities:

- work with Early Childhood teachers, room leaders and other staff to plan, implement, assess and evaluate a high quality and diverse educational program based on the VEYLDF and EYLF frameworks
- work with Early Childhood teachers, room leaders and other staff 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 that all practices are in accordance with the National Quality Framework and reflect the philosophy, policies and procedures of the ELC
- implement effective health and hygiene practices, including meeting all early childhood regulations relating to medical management plans, risk management plans, policies and procedures
- carry out the tasks which are important for the care and provision of a safe and healthy environment for children
- develop and maintain respectful, supportive, collaborative and responsive relationships with College staff, families and children
- inform parents about their children's care and educational program and the Centre's operation
- support and encourage parents' interest and facilitate their involvement in the Centre
- work cooperatively and collaboratively with other staff to provide a safe, caring, welcoming and stimulating environment for children within the Centre
- participate in staff development, professional growth and training opportunities
- contribute to the Centre's continuous improvement through reflective practice and as directed by the Head of Early Learning and the Educational Leader
- adhere to the ELC Code of Conduct Policy
- be willing to act in the position of 'Person in Day-to-Day Charge' of the Centre, as required
- ensure that equipment and resources are maintained at an optimum level
- attend to any other duties required by the Head of Early Learning

Key Relationships:

- Early Learning Centre staff, children and families

Qualifications / Registrations:

- Early Childhood Diploma or Early Childhood Teacher qualification
- Current Working with Children Check (Employee) or VIT Registration
- Current First Aid Certificate – (HLTAID004) or (HLTAID012)

Knowledge, Skills & Experience:

- a sound 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

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

All staff are required to:

- uphold the values and actively support the Christian ethos of the College
- undertake all rostered duties
- develop and maintain professional relationships with colleagues
- adhere to all College and ELC policies
- maintain current certifications and training as appropriate to position requirements
- be eligible to work in Australia

In attending to child safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

In attending to Occupational Health and Safety all staff must:

- participate in OHS related training
- adhere to Presbyterian Ladies' College's OHS policies and procedures



- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse and to the OHS Manager
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 1359 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Please direct any enquiries for this position to the Early Learning Centre on 9808 0077.



Mrs Cheryl Penberthy
Principal

April 2024

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.