

## JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Early Learning Centre (ELC) Educator

<b>Purpose Statement:</b>	We inspire and equip students to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values.
<b>Culture:</b>	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
<b>Position Title:</b>	Early Learning Centre (ELC) Educator
<b>Tenure:</b>	Refer to Contract of Employment
<b>Hours of Work:</b>	Refer to Contract of Employment
<b>Position Classification:</b>	Lutheran School Officer (Curriculum Stream) Grade 3 Lutheran Schools NT Collective Agreement 2021 or its replacement
<b>Working Relationships:</b>	<ul style="list-style-type: none"> <li>Responsible to the Principal through Heads of Junior School and ELC Team Leader</li> <li>Takes direction from ELC Team Leader</li> <li>Professional interaction with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>Current NT Working With Children Clearance (Ochre Card)</li> <li>The successful applicant will need to provide a satisfactory recent National Police Check prior to commencement.</li> <li>Inherent physical requirements of adequate strength, mobility, vision and hearing to perform first aid duties</li> <li>Work across campuses maybe required</li> </ul>

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## Role Description

### Position Summary (summary of the position in relation to the College's goals)

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ELC Educators display the highest professional standards in their classrooms, personal presentation and support of the students in their care. They will support early years learning classes and students effectively, thereby ensuring that learning is maximised for all students, the duty of care is met in and out of class, and a caring environment is provided for all.

The ELC operates for 50 weeks of the year with a planned two-week closure in December/January.

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## **Extent of Authority**

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- Work autonomously to deliver an appropriate and relevant instructional program exercising discretion and judgement within specified guideline and standards in order to meet the requirements of the role
- Work collaboratively with other members of the College staff to ensure the successful delivery of curriculum
- Responsible for the safety, wellbeing, and academic progress of all students in their care

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## **Key Responsibility Areas (KRAs)**

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### **Plan and implement a quality education program**

#### **National Quality Standards Quality Area 1: Educational program and practice**

- Participation in team collaboration to plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Collaborative involvement to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF).
- Help prepare and maintain portfolio folders for children.

### **Promote the health and safety of all staff and children**

#### **National Quality Standards Quality Area 2: Children's health and safety; Quality Area 3: Physical environment**

- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.
- Ensure that all children have access to nutritious food and fresh drinking water.
- Promote health, wellbeing and physical exercise in the ELC.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

### **Build positive relationships with all stakeholders**

#### **National Quality Standards Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities**

- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.

- Establish and maintain links with local networks, resource agencies and other relevant organisations.
- Supervise workplace students, relief staff and volunteers, as directed.
- Ensure an effective induction and orientation process for new families and children

### **Contribute to the effective management of the service**

#### **National Quality Standards Quality Area 7: Leadership and service management**

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Attend professional development opportunities and network meetings as appropriate or as directed by the Team Leader of the Early Learning Centre.
- Model and promote an understanding of the NQS, the NQF and the curriculum framework documents.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the Team Leader of the Early Learning Centre.
- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.
- Assist the Team Leader of the Early Learning Centre in matters relating to leadership, pedagogical leadership, management support, and service administration, as directed.
- Be ready, willing and qualified to act in the position of responsible person in the temporary absence of the Team Leader

## **Employee Specifications**

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### **Educational & Vocational Qualifications**

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- Minimum requirement Certificate III in Early Childhood Education and Care or working towards, with a preference for those with or working towards a Diploma in Early Childhood Education and Care
  - Certificates in First Aid (HLTAID004) & Asthma and Anaphylaxis
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### **Experience and Knowledge**

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- Demonstrated ability to work independently and take initiative.
- Demonstrated experience within an Educators role.
- A sound understanding of the principles of Lutheran educations (highly desirable)
- Demonstrated experience and ability to work independently and as part of a team, developing, establishing, implementing, and monitoring learning and curriculum
- Demonstrated experience supporting, instructing, monitoring, and encouraging students to achieve their full potential and develop their God-given abilities
- Demonstrated experience in effective administration, planning, and programming

- Demonstrated experience in establishing effective working relationships with staff, students and parents
- Experience in, and passionate about working with and supporting young people on their journey through Early Childhood education

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**Skills& Abilities**

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Demonstrate:

- The ability to provide high quality care for all children at the Centre
- Active participation as a team member and a commitment to an inclusive working environment
- Strong organisational skills
- A commitment to developing positive relationships with families
- A well-developed sense of responsibility and self-motivation
- A commitment to maintaining confidentiality with staff, families and children
- A commitment to development and improvement within the field of Early Childhood education
- An ability to work with different multimedia platforms;
- Capacity to support the implementation of pastoral, curricular and extracurricular programs in line with the College Vision, Purpose Statement and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that aligns with the College's objectives
- Strong organisation skills and a proactive approach to problem solving
- Strong oral and written communication skills
- Ability to work independently and as part of a team, initiating, adapting to, and managing change
- Accepts responsibility and is self-motivated
- Strong work ethic to achieve college goals
- Manage highly confidential information with discretion and integrity