



Position Description

Position:	Early Childhood Educator (Early Learning Centre)
Position Status:	Full-time (40 hours per week), ongoing
Classification:	Level 3 or 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 (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 multitask
- 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

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment

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

November 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.