

## Position Details

This is a great opportunity for an enthusiastic, diploma qualified Christian **Early Childhood Educator** to join our dedicated team in a casual position in 2021 with a view to ongoing.

The **Early Childhood Educator** is directly responsible to the Director of the Early Learning Centre.

This position is classified at **Level 4 – Preschool/childcare services (Grade 3A)** in accordance with the *Educational Services (Schools) General Staff Award 2010* available on the Fair Work Commission website at

<https://www.fwc.gov.au>

At Portside Christian College, we deliver:

- Child Focused Environment & Play-based Curriculum
- Professional, rewarding and supportive environment
- Outstanding opportunities for professional development and career progression for the right candidates

If you are passionate about working within a Christian environment, enjoy a challenge, and want to work alongside other professionals dedicated to quality outcomes then please apply.

## Position Objectives

- To provide a quality early childhood program from a biblical perspective which meets the needs of the children attending Portside Christian College Early Learning Centre and in line with the requirements of the National Quality Standards (NQS), the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2012.
- To work co-operatively with staff, families and allied professionals to provide a safe, nurturing and stimulating environment for children attending the service.
- To collaboratively plan, implement and evaluate an educational program that supports a holistic approach to the care and development of children ages 3 to 5.
- To engage in collaborative learning teams exploring and implementing the Reggio inspired approach to learning and nature pedagogy.

## Key Responsibilities and Duties

### 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).
- Acquire and model a variety of engagement strategies and support team/room educators to intentional teach and engage in daily reflective practice.
- Prepare and maintain online learning profiles 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 service.
- 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, children and educators, including workplace students, relief staff and volunteers.

## 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 Director of the Early Learning Centre.
- Model and promote an understanding of the NQS, the NQF and the curriculum framework documents within the team/room.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the Director 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 Director 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 certified supervisor in the temporary absence of the Director of the Early Learning Centre.

## Desired skills and attributes of the successful candidate include:

The following interpersonal skills are required to be demonstrated:

- Strong Christian belief and personal faith statement.
- Excellent public relations skills to maintain a strong partnership focus and positive relationships between the College community.
- Able to work cooperatively as a team member in the Centre and across the College community.
- Demonstrated ability to be innovative within the programs.
- Demonstrated ability to be enthusiastic and self-motivated.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.

The following management skills are required to be demonstrated:

- Effective time management skills and ability to coordinate responsibilities to enable smooth and efficient running of the program.
- Able to supervise and delegate duties to colleagues, students and volunteers.
- Implement human resources policies and practices.

The following qualifications and experience are required for the position:

- Minimum two-year qualification (Diploma of Children Services).
- Current Senior First Aid Certificate (including Anaphylaxis and Asthma training) HTLAID004.
- Demonstrated knowledge and experience of working in early childhood services.
- Working knowledge of the regulations, standards, frameworks and codes.
- Have a current Working With Children Check.
- Training undertaken in responding to abuse and neglect.

## Selection Criteria

Applicants should address the following in their applications:

- Demonstrated ability to design an emergent play-based curriculum with a focus on language development, foundational literacy and numeracy, thinking and problem-solving as well as social and emotional development to enhance student learning.
- Demonstrated understanding of assessment and pedagogical documentation.
- Focus on creating a supportive, inclusive learning environment.
- Ability to develop healthy relationships of mutual respect with students, parents and colleagues.
- Ability to embrace ethical reflective teaching practice, nature pedagogy and Reggio principles.
- Demonstrated understanding and ability to teach from a Christian worldview.
- Demonstrated knowledge and understanding of the National Quality Framework (NQF), regulations and standards.
- Highly developed communication skills, including effective communication with parents and support professionals.
- Ability to contribute positively to a Professional Learning Team.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

## Applications are to include the following:

Cover letter, maximum 1 page

- Curriculum Vitae outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information
- Completion of the **Portside Christian College Application for Employment – Non-Teaching** available on our website at [www.portside.sa.edu.au](http://www.portside.sa.edu.au) under the *Employment* heading
- Written response to the above selection criteria, maximum 1500 words
- ***Applications are to be received by 9am on Monday, 26 April, 2021***

## Applications should be addressed to:

Mrs Belinda Elsegood  
Human Resources  
Portside Christian College  
Email: [application@portside.sa.edu.au](mailto:application@portside.sa.edu.au)

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