

Position Details

This is a great opportunity for enthusiastic, diploma qualified Christian **Early Childhood Educators** to join our dedicated team. There are opportunities for permanent and 12-month contract part-time and full-time positions for 2022.

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

These positions are classified at **Level 4 – Preschool/childcare services (Grade 3A)** in accordance with the *Educational Services (Schools) General Staff Award 2020* 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, investing and serving in our community, 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 mobilises learning of every child 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 collaboratively with staff, families and allied professionals to provide a safe, nurturing and stimulating environment for children attending our ELC.
- To plan, implement and evaluate an emergent educational program that supports a holistic approach to the care and development of children ages 3 to 5.
- To engage in reflective 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).
- Model and support team/room educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
- 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 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, 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 effectively supervise and support children
- Adhere to human resources policies and practices

The following qualifications and experience are required for the position:

- Minimum qualification (Certificate III of Early Childhood Education and Care)
- Current First Aid Certificate (including Anaphylaxis and Asthma training) -Provide an emergency first aid response in an education and care setting HLTAID012
- 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 (RRHAN-EC)

Selection Criteria

Applicants should address the following in their applications:

- Demonstrated ability to design an emergent play-based curriculum from a biblical perspective with a focus on social and emotional development, language development, thinking and problem-solving skills and foundational literacy and numeracy 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 children, families and colleagues.
- Ability to embrace ethical reflective teaching practice, nature pedagogy and Reggio principles.
- Demonstrated knowledge and understanding of the National Quality Framework (NQF), regulations and standards.
- Highly effective and developed communication skills.
- Ability to contribute positively to a Professional Learning Team.

The qualifications, skills and experience outlined in this position description are ideals to which the applicant will aspire.

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 under the *Our College – Careers* heading
- A brief written response to the above selection criteria (less than 1500 words)
- Please provide your COVID Vaccination Status
- **Applications are to be received by 4pm on Friday, 1st July, 2022**

Applications should be addressed to:

Mrs Belinda Elsegood
Human Resources
Portside Christian College
Email: application@portside.sa.edu.au