

<b>TITLE</b>	Early Childhood Educator (Teacher)
<b>EMPLOYMENT STATUS</b>	Part time
<b>ENTERPRISE AGREEMENT</b>	Launceston Church Grammar School Teachers Enterprise Agreement
<b>EA CLASSIFICATION</b>	Dependent on Teaching skill/experience
<b>REPORTS TO</b>	Early Learning Leader & Head of Junior Campus
<b>REPORTS</b>	Co Educator's
<b>LOCATION</b>	Junior Campus

## The Service

Early Learning Centre and Outside School Hours Care	
7.30am - 8.30am	<i>Outside Hours Care - Before School Care</i>
8.30am - 8.45am	Arrival time – Teaching staff available to discuss pastoral issues
8.30am – 3.30pm	Early Learning Programme
3.00pm - 6.00pm	<i>Outside Hours Care - After School Care</i>

## Scope of position

This position assists and directs the work of children to promote learning through play, discovery and creative exploration. Learning is a holistic experience that interacts social, emotional, physical and cognitive development.

All duties and responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the Early Years Learning Framework (EYLF) and the National Quality Framework (NQF) Quality Areas, Standards and Elements and International Baccalaureate (IB) and Primary Years Program (PYP early years).

All Teachers are expected to have a working knowledge of these documents, which should underpin their pedagogy and practice, together with the statements of philosophy, as evidenced by their relationships with children, families and all staff.

All Teachers are expected to apply the Australian Institute for Teaching and School Leadership (AITSL) standards to your practice.

## Duties and Responsibilities

### PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM (NQS 1 EDUCATIONAL PROGRAM AND PRACTICE)

- Plan, implement, assess and review the Service's educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all children.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Work with co educators to deliver effective and valuable documentation of children's learning in accordance with the Service's philosophy and the Learning Outcomes (EYLF).
- Support co educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.

### PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN (NQS 2 CHILDRENS HEALTH AND SAFETY, NQS 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 and promote health, wellbeing and physical exercise.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

#### **BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS (NQS 4 STAFFING ARRANGEMENTS, NQS 5 RELATIONSHIPS WITH CHILDREN, NQS 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 School Leadership, professional networks, support agencies, and other relevant organisations.
- Support transition to School.
- Supervise preservice students and volunteers, as directed.
- Ensure an effective induction and orientation process for new families, children and educators, including preservice students and volunteers.

#### **CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE (NQS 7 GOVERNANCE AND LEADERSHIP)**

- 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.
- Lead 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.
- Complete any collection of data, medical or other records required in a timely manner.
- Support the Educational Leader in matters relating to leadership, pedagogical leadership, management support, service administration, as directed.
- Be ready to act and deputise in the position of certified supervisor in the temporary absence of the Educational Leader.

#### **Key Selection Criteria**

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- Minimum qualification **Bachelor of Early Childhood Education** from recognised tertiary institution.
- Registered as a Teacher with the **Tasmanian Teachers Registration** Board or the ability to attain registration.
- Current/valid **Working with Vulnerable People Card** (WWVP)
- Current **HLTAID012 First Aid qualification** (Provide a First Aid Response in an Education and Care Setting) including asthmas, anaphylaxis and CPR.
- An understanding and commitment to the School's policies in relation to Child Safety – Australian Childhood Foundation (ACF) Certificate
- A working knowledge of appropriate curriculum frameworks and an ability to develop and implement a high quality educational program that reflects the diverse nature of the School.
- A working knowledge and understanding of the developmental needs of children aged between 3 to 5 years old, including children with diverse needs.
- A working knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.
- Previous teaching experience, preferably in IB PYP School (desirable).
- Demonstrated experience in the education and care of children.
- Demonstrated experience and ability to establish warm nurturing and responsive relationships.

#### **Safeguarding Children and Young People**

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Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;



# Launceston Grammar

EST. 1846

Ensure that your interactions with children and young people are positive and safe;

- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

## Attitudes and personal qualities

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- Honest, trustworthy and ethical
- Well-developed interpersonal and communication skills with both children and adults, balanced with a respect for confidentiality
- Supportive of the Anglican Ethos of Launceston Church Grammar School.
- Ability to work with families, children and educators in a culturally appropriate manner
- Ability to work cooperatively and flexibly within a team
- Warm, caring nature and a sense of humour.
- Reliable, responsible and dependable
- Willingness to take on responsibilities and challenges