POSITION DESCRIPTION

Job Title	Educator	**Position Type**	PFT
Department	Early Learning Centre	**Direct Supervisor**	Director of ELC
Location	Onsite	**Hours**	38 hours per week

Position Summary

Under the supervision of the Director, the Educator will assist in the preparation, implementation, and evaluation of a stimulating, meaningful, educational program based on the Early Years Learning Framework.

The Ormiston College Early Learning Centre (ELC) is a carefully planned, purpose-built environment with state-of-the-art facilities for both children and educators. While it is a separate entity to the College, staff of the ELC will be expected to reflect the aims, objectives and ethos of Ormiston College in their work.

As an Educator, you will be a member of the ELC team, integral to the ongoing development of this high-quality learning environment for children. The ELC has received an Exceeding National Quality Standard Rating, and you will be expected to ensure your program and practices meet the requirements of the National Quality Framework.

Enthusiasm, motivation, and commitment are personal attributes expected of an Educator. The successful applicant will have had previous experience in an Educator role.

Mandatory Requirement

This position requires you to hold a

- Diploma in Early Childhood Education and Care (or equivalent), or working towards (preferred)
- Current *Provide an Emergency First Aid Response in an Education and Care Setting* Certificate.
- Current Positive Notice Blue Card – Working with Children Check.
- Current Child Protection Training.
- Comprehensive knowledge of the Early Years Learning Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011) and Family Assistance Law (Child Care Subsidy 2018).

Reporting Relationships

The Educator – ELC works within the Early Learning Centre and reports directly to the Director of ELC. The Director of ELC, in turn, reports to the Headmaster.

Position Responsibilities

The responsibilities of the Educator position are, but not limited to:

- to support and assist the management team to ensure the smooth operation of the service in compliance with service policies and procedures;
- to build and maintain positive relationships with children, families, educators, staff and management to deliver best outcomes for families and children;
- to contribute to the education program under the direction of the Lead Educator to provide a high-quality

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program for all children in a safe and positive environment;
- to assist with the smooth running of the room in line with relevant regulations, policies and procedures under the direction of the Lead Educator.

Duties

- Working in accordance with service policies and procedures.
- Adhering to the Code of Ethics.
- Complying with the National Quality Framework.
- Keeping up to date and conforming with Child Protection Legislation.
- Advocating for the rights of children.
- Assisting the Lead Educator with administrative duties as required by management.
- Committing to the Assessment and Rating process, inclusive of continuous improvement with the services quality improvement plan.
- Following the service philosophy and Early Years Learning Framework.
- Having an anti-bias approach which is reflected in interactions with children and families.
- Keeping up to date with current developments in Early Childhood.
- Maintaining the ability to use technology.
- Completing any other duties within the scope of the position as specified by management.

Children

- Creating and implementing a safe, supportive, stimulating and educational environment that challenges children's development.
- Building and developing positive relationships with children.
- Planning, implementing and evaluating/reflecting on the curriculum, ensuring children's holistic development is being incorporated.
- Adhering to the service policies and procedures regarding programming and observations requirements and standards.
- Keeping up to date with required observation cycle, ensuring you meet the required service standard.
- Ensuring children are safe and adequately supervised at all times.
- Maintaining Educator to child ratio.
- Being aware of children's additional needs requirements including diet and allergy.
- Working in collaboration with the Lead Educator and other Educator/s to ensure a welcoming environment is created.
- Adhering to service policies and procedures, maintaining a high standard of health and hygiene.
- Administering first aid and medication in compliance with National Regulations and service policies and procedures.

Staff Team

- Working in collaboration with the service team, ensuring professionalism is upheld at all times.
- Developing and implementing positive communication to ensure the service is running efficiently.
- Participating in ongoing professional development and training to extend skills and knowledge in early childhood.
- Attending team meetings as required.
- Equally sharing housekeeping duties.
- Ensuring all resources and equipment are respected and maintained at the service.

Families

- Building and developing positive relationships with families.
- Sharing information with families in relation to the child (including daily activities, concerns etc.).

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- Assisting families to gain professional support if required.
- Encouraging families to participate in the curriculum.

Occupational Health and Safety

- Maintaining a clean and safe work environment.
- Adhering to all service policies and procedures at all times.
- Reporting all workplace hazards to management and if possible minimise/rectify the hazard.
- Keeping up to date with changes to health and safety in early childhood.
- Completing all required reports and records if a child falls ill or has an accident etc.

A full list of duties and more information for a *Children's Services Employee* is included in the *Children Services Award 2010 MA000120*.

Core competencies

Integrity:	• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.
Initiative:	• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.
Flexible Team Player:	• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.
Planning and Organisational Skills:	• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.
Achievement Driven:	• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.
Communication Skills:	• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.
Organisational Competencies:	• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.
	• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.
	• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.
	• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.
	• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.
	• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.

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How to apply

- Via Seek – submitting your resume and cover letter, which includes covering the selection criteria.
- Via Email – submit your application to humanresources@ormistoncollege.com.au. Please attach your resume and cover letter, which includes covering the selection criteria.

We extend our sincere thanks for your interest in joining the team at Ormiston College; however, only those selected for an interview will be contacted.

Applications will not be accepted after the closing date.

The College reserves the right to interview and appoint a suitable candidate prior to the closing date of this advertisement. We encourage interested applicants to submit their application as soon as possible.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request, should your application progress to interview.

Further information about Ormiston College can be accessed at.www.ormistoncollege.com.au

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