



POSITION DESCRIPTION and WORK PROFILE

Educator (Casual) (Early Learning Centre)

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.

ROLE

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.

MANDATORY REQUIREMENT

The successful applicant must have the following as a minimum:

- ACECQA Approved Certificate III Qualification
- ACECQA Approved First Aid Certificate.
- ACECQA Approved Asthma and Anaphylaxis Management Certificate.
- Positive Notice Blue Card - Working with Children Check.
- Comprehensive understanding of the National Quality Framework, including regulations, Quality Standards and the Early Years Learning Framework.
- Proven understanding and acceptance of varying cultural and language backgrounds.

WORK PROFILE

REPORTING RELATIONSHIPS

The occupant of the Educator position reports to the Director of the Early Learning Centre and the Headmaster.

CURRENT RESPONSIBILITIES

Supporting and assisting the management team of the service to ensure the smooth operation of the service in compliance with service policies and procedures. The Educator will provide high quality education and care to children in a safe and positive environment.

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 development in Early Childhood.
- Maintain ability to use technology.
- Completing any other duties within the scope of the position as specified by management.

Children

- Creating and implement a safe, supportive, stimulating and educational environment that challenges children's development.
- Building and develop 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 in regards to 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.).
- 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.
- Adhere 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*.

APPLICATION PROCESS

Applicants should provide a cover letter, their current CV and the name and contact details of two professional referees.

Applications should be:

Emailed to: humanresources@ormistoncollege.com.au

The position title should be included in the Subject line of the application email.

The successful candidate will be chosen through a process of interview of shortlisted applicants.

ADDITIONAL INFORMATION

This is a casual position, commencing as soon as possible. Ormiston College Early Learning Centre salaries are above those indicated in the Children Services Award 2010. Salary will be appropriate according to qualifications and experience.

Other conditions of employment, including entitlements, are as per the Ormiston College Early Learning Centre Enterprise Agreement, a copy of which is available on request should your application progress to interview.

Further information about the College can be accessed at www.ormistoncollege.com.au. More detailed information about this position can be obtained by contacting the Deputy Head of College, Mrs Lee Catterall on 3821 8999.