



EARLY LEARNING CENTRE (ELC) DIPLOMA QUALIFIED EDUCATOR JOB DESCRIPTION



This position will be a **shared role**, comprising two shifts for 48 weeks of the year, as follows:

MORNING SHIFT - 7.00am - 2.00pm

AFTERNOON SHIFT - 11.00am - 6.00pm

The ELC is closed for two weeks over the Christmas Break and another two weeks of holiday can be taken at the individual's discretion, in consultation with the ELC Director (to ensure that a suitable replacement is available).

PERSONAL SPECIFICATION

The ELC Diploma Qualified Educator must have:

- a minimum qualification of a Diploma of Early Childhood Education and Care
- current Working with Children Check
- current Reporting Abuse and Neglect training
- current HLTAID004 "Provide an emergency first aid response in an education and care setting" First Aid training.

Staff members of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's statement of Aims and Objectives and its Statement of Belief. These include:

- A love of children and Early Childhood Education
- Acceptance and respect for people from diverse backgrounds and viewpoints
- The ability to work co-operatively and harmoniously with others
- Being supportive and encouraging to children, colleagues and parents
- Developing positive relationships and open communication within the School community.

ACCOUNTABILITY

All ELC Educators are accountable to the ELC Director and the HILLS Principal.

RESPONSIBILITIES

The ELC Diploma Qualified Educator at The Hills Christian Community School will:

- Work collaboratively with the alternating shift Diploma Qualified Educator in a shared role taking responsibility for the ELC's Before School Care, After School Care and Vacation Care programs, in consultation with the ELC Director
- During School terms:
 - Work as a core Educator in the ELC's educational program, including taking responsibility for planning small group formal learning activities
 - Provide release for other ELC staff to take a lunch break
 - Plan for and take whole group times, as required
 - Take on the responsibility of Educator in Charge when Director and Educational Leader are off the floor
- Work in harmony with the ELC, HILLS and OSHC staff

- Create a climate of fun, smiles, play, nurture, respect and love
- Support the Vision of the school as stated in the Constitution
- Implement the ELC's policies, emphasising the Christian focus
- Nurture positive relationships with students, staff and families
- Follow School protocols in all duties and responsibilities
- Attend termly Whole ELC staff meetings, after hours (paid as overtime)
- Participate in extra curricula activities where appropriate
- Participate in appropriate professional development
- Participate in an ongoing, professional growth and appraisal programme
- Observe the Occupational Health Safety and Welfare processes of the School
- Maintain a professional approach and confidentiality procedures with all members of the HCCS community

DUTIES

- Collaboratively co-ordinate and manage all matters relevant to the ELC's Before School Care, After School Care and Vacation Care Programs in consultation with the ELC Director
- During term time:
 - the MORNING SHIFT Diploma Qualified Educator will prepare and serve a suitable breakfast for children that arrive prior to 8.00am (if required)
 - the AFTERNOON SHIFT Diploma Qualified Educator will prepare and serve suitable snacks for children that stay beyond 4.00pm.
- Maintain a high level of communication with the ELC, HILLS and OSHC staff and the School community
- Liaise with appropriate school staff over the use of facilities and resources
- Ensure the implementation of the ELC policies, the National Quality Standard, EYLF, HILLS guidelines and legal liability regarding duty of care to children
- Develop and maintain a sense of team with other ELC and OSHC staff
- Maintain awareness of any individual health needs or issues (e.g. allergies, regular medication requirements)
- Maintain illness, accident and any other record(s) as required by the School and Licensing authorities
- Ensure the confidentiality of student records
- Write observations on children's learning and development using Seesaw app
- Participate in review and planning of individual learning targets and subsequent program cycles
- Check the iPad Spike Sign in app and hard copy Sign In Book daily to ensure that they have been completed accurately
- Maintain vigilant supervision of children
- Provide a developmentally stimulating environment with engaging activities whilst ensuring the physical safety and emotional well-being for children
- Encourage children's responsibility for self, others and possessions.

- Develop and maintain positive and effective relationships with parents and caregivers
- Ensure that children are collected by an authorised person
- Inform parents of the philosophy and policies of the ELC as required
- Provide information for parents about their children when requested or appropriate
- Ensure premises and facilities are hygienic and in good condition
- Report any damage or hazards to the ELC Director
- Ensure that the ELC's resources are kept in an appropriate state
- Ensure premises are kept secure
- Perform other duties, as required, at beginning/end of shift when children are not present, e.g. setting up activities, cleaning, filing, displays, etc.