

Status:	Temporary Part Time Position Approx. 27 hours per week, during term time only
Commencement date:	Term 2 2024 until end of 2024
Area of appointment:	Early Learning Centre
Position Reporting to:	Principal through Early Learning Centre Director
Pre-requisites: (Please provide a copy with your application)	<p>These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:-</p> <ul style="list-style-type: none"> • Minimum Qualification: Certificate III in Education and Care (formerly Children’s Services). • Current Working with Children’s Check • Current Responding to Risks of Harm, Abuse & Neglect Certificate (RRHAN-EC) • Current First Aid Certificate (HLTAID012 – <i>formerly HLTAID004</i>) • Current Driver’s Licence

Introduction

All 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 teaching
- 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

Responsibilities

ELC Educators at The Hills Christian Community School will:

- Be accountable to the ELC Director and to the Principal
- Support the creation of an atmosphere and learning climate of fun, smiles, play, nurture, respect and love
- Work in harmony with the School and OSHC staff
- Support the Vision of the School as stated in the Constitution
- Participate, where practical, in the development and implementation of the Centre’s curriculum and policies, emphasising the Christian focus
- Maintain positive relationships with students, staff and families
- Follow School protocols in all duties and responsibilities
- Attend meetings and functions as required
- Participate in extra-curricula activities when necessary
- Participate in the School’s on-going professional development programs
- Participate in an ongoing, professional growth and appraisal program
- Follow the Occupational Health Safety and Welfare aspects of the School
- Maintain a professional approach and confidentiality procedures with all members of the HILLS community



Duties

Staff

- Maintain a sense of team with high morale
- Participate in weekly ELC staff meetings when possible
- Participate in termly ELC Whole Staff Team meetings
- Participate in Whole School Professional Development sessions as required
- Be familiar with ELC Policies, the National Quality Standard, EYLF, HILLS guidelines and legal liability regarding duty of care to children
- Maintain awareness of up to date emergency procedures
- Have fun together

Children

- Maintain vigilant supervision of children
- Display concern for the physical safety and emotional well-being of children
- Encourage children's responsibility for self, others and possessions
- Encourage children to use their manners, correct language and clear speech
- Encourage children to think for themselves and to problem solve

Program

- Participate in the planning, preparation and implementation of the program, based on the National Early Years Learning Framework, with a particular emphasis on the prominence of Nature Play, given our unique access to the natural environment surrounding the School
- Document children's learning and development in Storypark
- Support the ELC Director and Educational Leader in the provision of both whole group and small group formal learning opportunities

Parents

- Develop and maintain positive and effective relationships with parents
- Inform parents of the philosophy and policies of the ELC
- Encourage parents to participate in the program
- When appropriate, provide information for parents about their children upon request or refer the parents to the ELC Director or Educational Leader
- Administration and Finance
- Maintain awareness of any individual health needs or issues (e.g., allergies, regular medication requirements)
- Check Sign In iPad and hard copy daily to ensure that it has been completed accurately
- Maintain illness, accident and any other record as required by the School and Licensing authorities
- Ensure the confidentiality of student records

Premises

- Assist in cleaning up at the end of each session, sharing the responsibility for tidying and wiping tables, washing up paint/glue pots and brushes, sweeping floors, monitoring the children's toilets, etc.
- Ensure premises, resources and facilities are hygienic and in good condition
- Ensure premises are kept secure