

Status:	Early Learning Centre (ELC) Diploma  This position is for 2 or 3 shifts per week over 48 weeks per year, with the opportunity for additional hours. <ul style="list-style-type: none"> <li>• Morning Open: 7.00am to 2.00pm</li> <li>• Afternoon Close: 11.00am to 6.00pm</li> </ul>
Commencement date:	Term 3, 2025
Area of appointment:	Early Learning Centre
Remuneration	HILLS Enterprise Agreement 2024 - Salaries General Staff Grade 3 \$40.18 - \$42.09 per hour
Position Reporting to:	ELC Director
Pre-requisites: (Please provide a copy with your application)	These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:- <ul style="list-style-type: none"> <li>• Diploma in Early Childhood Education and Care</li> <li>• Current Working with Children Check</li> <li>• Current Responding to Risks of Harm, Abuse &amp; Neglect Certificate (RRHAN-EC)</li> <li>• Current First Aid Certificate (HLTAID012)</li> <li>• Current Driver's Licence</li> </ul>

### Introduction

Hills Christian Community School occupies 19 acres in the picturesque Adelaide Hills, providing students with an immersive natural environment that stimulates creativity and curiosity. The school's unique outdoor setting extends the learning environment beyond the classroom, inviting children to learn, grow, and play in nature. The positioning statement, *Planted in Christ, Growing with Nature, Nurtured to Thrive*, underpins all that is done at HILLS.

All staff members of The Hills Christian Community School Inc. uphold and demonstrate personal qualities and behaviors consistent with the School's Statement of Aims and Objectives and Statement of Belief. These include:

- A personal Christian faith, which is reflected in his/her daily living
- A love of children, teaching, and learning
- Acceptance and respect for people from diverse backgrounds and viewpoints
- The ability to work cooperatively and harmoniously as part of a team
- Being supportive and encouraging to children, colleagues and parents
- Having positive relationships and open communication with the whole school community
- A positive outlook on life that enhances relationships
- A commitment to personal and professional growth

### Role Purpose

The Diploma Qualified Educator plays a key role in delivering high-quality care and education to young children at HILLS ELC. Reporting to the ELC Teacher and ELC Director/Educational Leader, this educator supports inquiry-based learning programs aligned with the National Quality Framework, Reggio Emilia principles, nature pedagogy and the Christian values of our school. If you are passionate about early childhood education and thrive in a collaborative setting, we invite you to apply.

**Key Results Area****1. Educational Program & Practice**

- Support planning and implementation of research-informed inquiries for children's learning
- Integrate Christian Bible-based values into the program
- Promote nature pedagogy and sustainability practices
- Include Indigenous perspectives in planning and curriculum
- Engage in reflective practice to improve learning outcomes
- Document learning via observations, portfolios, and assessments
- Perform daily operational duties specific to each shift, including completing the daily risk assessment, preparing breakfast and snack, managing sign-in/out procedures, and ensuring the premises are clean, secure, and ready for the following day.

**2. Health, Safety & Environment**

- Maintain vigilant supervision and a safe environment
- Follow hygiene, food handling, and infection control procedures
- Uphold child protection responsibilities and emergency protocols
- Set up inclusive, engaging, and sustainable learning spaces
- Manage resources responsibly and maintain safety standards

**3. Relationships & Communication****With Children**

- Build respectful and nurturing relationships
- Encourage agency and inclusive participation
- Support emotional, social, and developmental wellbeing
- Implement strategies to address barriers to ensure all children can access learning

**With Families**

- Relay communication to ELC Director/Educational Leader and teachers
- Support strong family engagement and relationship building
- Share program philosophy and children's learning progress

**With Colleagues**

- Positively collaborate with all ELC staff
- Participate in ongoing professional development

**4. Compliance & Continuous Improvement**

- Comply with all NQF, ACECQA, and Centre regulations
- Contribute to the Centre's Quality Improvement Plan (QIP)
- Follow Centre policies and procedures consistently
- Engage in curriculum planning with Lead Teachers and ELC Director
- Promote connections with the broader community

**Key Selection Criteria**

- A personal Christian faith that is actively reflected in daily interactions and decision-making
- Passion for early childhood education
- Experience with curriculum implementation in early learning
- Knowledge of the NQF and EYLF
- Strong communication, organisation, and team skills
- Ability to maintain confidentiality and work professionally