



Hunter Valley  
Grammar School

## Early Childhood Educator (Certificate III)

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Hunter Valley Grammar School seeks to appoint an Early Childhood Educator to work within the Early Learning Centre.

### The School

Hunter Valley Grammar School is one of the leading independent and co-educational schools in NSW and Australia. We strive for academic excellence within a caring and values-laden learning environment. Hunter Valley Grammar School promotes the importance of community where all staff, students and parents feel a strong sense of purpose, belonging and commitment. Throughout its history the School has emphasised pastoral care and the intrinsic worth of every learner as its priority. This remains unchanged today.

Hunter Valley Grammar School promotes the values for life education of each student, embracing their intellectual, physical and emotional development. The School encourages the pursuit of excellence in all areas and develops in students a passion to become lifelong learners with the desire to face the challenges of the future and to grasp life's opportunities. We do this within a learning community that lives its values and provides each student with a range of quality educational and developmental experiences.

The School is situated at 42 Norfolk Street, Ashtonfield, in the wonderful Hunter Valley, one of Australia's oldest and most well-known wine regions. The Hunter Valley is one of Australia's most vibrant and relaxing places to live, with a wide array of traditional and contemporary delights expected of a world-famous wine region, as well as a myriad of surprises and a rich diversity of pursuits and people. Only a 90-minute drive from Sydney, 30 minutes from the beaches of Newcastle, and 45 minutes from Newcastle Airport, the destination is easily accessible from anywhere around the world.

The overall Preschool to Year 12 nature of our School has resulted in a warm, family-style atmosphere, and provides a smooth transition between Junior, Primary and Senior School. We are a World School, delivering the International Baccalaureate Primary Years Program (PYP), and a Candidate School for the Middle Years Program (MYP). Our aim is to be an IB World School in four programs, as we plan to add the Diploma and Career Programs.

This is an exciting opportunity for experienced, enthusiastic and innovative individuals to join an excellent team which is committed to the all-round development of young learners.

### Professional benefits of working at Hunter Valley Grammar School

Hunter Valley Grammar School believes that the quality of a school cannot be greater than the quality of its staff. We make significant investments in the professional development of our staff and are consistently building a team of ever-more expert professionals. The successful applicant can expect to grow as an effective classroom practitioner. Our School is well-governed, well-resourced, and well-led.

### Further information

Applicants are encouraged to visit the School Web-site at [www.hvgs.nsw.edu.au](http://www.hvgs.nsw.edu.au) and to consider thoughtfully the ethos and values of the School.

## The Position

The Early Childhood Educator is directly responsible to the Director of the Early Learning Centre. Certificate III educators work closely with teachers and other educational professionals to provide support for children including:

- A sound understanding of the Early Learning Centre Philosophy and play-based learning.
- Respectful and developmentally appropriate interactions with children.
- Effective classroom management and behaviour guidance.
- Responding appropriately to the health and safety needs of children and ensuring a safe, healthy and clean indoor and outdoor environment for children.
- Maintaining required staff to child ratios at all times.
- Ensure that all regulations, national quality standards and service policies and procedures are observed, to maintain a healthy and safe learning environment.
- Upholding the ECA Code of Ethics and the Early Learning Centre Code of Conduct.
- Maintaining confidentiality for families, children and staff at all times - including within other departments of HVGS.
- Possessing and developing an understanding of the Early Years Learning Framework and utilising this to assist children to develop skills and dispositions and to extend learning.
- Assisting, where possible, with the observation of children under the advice and guidance of the Early Learning Centre Director.
- Assisting with the planning and delivery of the Early Learning Centre's extended hours care program, from 3:30-4:30pm daily.
- To work in collaboration with other staff to plan, display, deliver, implement and evaluate the indoor and outdoor programs on a weekly basis, under the guidance and direction of the Early Learning Centre Director and other educators.
- Attending and contributing ideas during staff meetings.
- To set up aesthetically pleasing learning environments for children and families.
- Assisting with administrative processes such as the cleaning, maintenance and registration of equipment, ensuring it is always at the highest standard.
- To be an active and appropriate communicator with children, parents, staff and our school community.
- Maintaining up to date First Aid, CPR, Asthma and Anaphylaxis qualifications.
- Participating in the ongoing review and development of Centre Policies.
- Contributing to the Early Learning Centre's self-assessment process, the development of our Quality Improvement Plan and aligning practices with this.
- Engaging in reflection of practices, such as contributing to group and individual reflection journals as well as ongoing professional development and reading (up to 38 hours outside of working hours).
- Maintaining requirements for Child Protection at all times.
- Assisting the Early Learning Centre Director and other classroom educators with the day-to-day running of the Centre.
- Carrying out other tasks, as required by the Early Learning Centre Director.

## Qualifications

- The successful applicant will need a current working with children check under the new provisions introduced on 15 June 2013. For further information on how to obtain this visit [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au).
- A Certificate III in Children's Services (or equivalent) and recent experience working in an Early Childhood Education and Care Setting.
- A current First Aid, CPR, Asthma and Anaphylaxis certificate.

## Salary and Conditions

- The Annual Salary will be in accordance with the Support and Operational Staff MEA. As an indication, the full-time salary under the MEA ranges from \$47,870 to \$49,495.
- 30 hours per week
- To commence Monday 11 March 2019 (fixed term – until the end of 2019)

## Application

Suitable applicants should apply by using **the School's application form**. This form must be completed **in full** and all information requested must be provided. Applicants who do not use the application form will disqualify themselves from the process.

You may include other information that you feel will assist the process, however, only include information that is highly pertinent to this application and keep that material **brief**. **Do not** simply drop a CV or Resume into the application; we require applicants to be more discerning than this.

**Applications will be received in digital form only and per email where a short introduction is expected, and the application attached as a PDF. They are to be sent to Mrs Ana Stratton, [strattona@hvgs.nsw.edu.au](mailto:strattona@hvgs.nsw.edu.au)**

Inquiries regarding the position may be directed to the Director, Early Learning Centre, Mrs Sarah Bilton-Smith by email to [biltonsmiths@hvgs.nsw.edu.au](mailto:biltonsmiths@hvgs.nsw.edu.au) or by contacting the School on 4934 2444.

**Applications close at 4 pm on Friday 1 February 2019**

Applications received after this date will not be considered.

Mr Paul Teys  
**Principal**