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| **Position Title** | **Diploma Educator (Temporary Part-Time)** |
| **School/Faculty** | Early Learning Centre (ELC) |
| **Reports To** | Director and Nominated Supervisor, ELC |
| **Award** | Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 |
| **Classification** | Long Day Care, Preschool and OOSH Centre Staff – Advanced Child Care Worker (Diploma Qualified) |
| **Date Last Reviewed** | 19 September 2022 |

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| **POSITION DETAILS** |

A Diploma Educator has responsibility for developing, planning and implementing the Early Childhood learning program.

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| **KEY ACCOUNTABILITIES** |

* Assuming responsibility for the management of a group or focus groups of children under the direction and guidance of the Early Learning Centre (ELC) Director.
* Possessing a sound understanding of the ELC Philosophy and play-based learning.
* Respectful and developmentally appropriate interactions with children.
* Liaise with parents as to the needs of the children and the service.
* 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.
* Attending and contributing ideas during staff meetings.
* Ensuring 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 ELC Code of Conduct.
* Maintaining confidentiality for families, children and staff at all times - including within other departments of HVGS.
* Possessing an extensive understanding of the Early Years Learning Framework and utilising this to assist children to develop skills and dispositions and to extend learning.
* Maintaining appropriate, accurate and up to date Individual Learning and Development Records for individual children in your allocated focus group.
* To work in collaboration with other staff to plan, display, deliver, implement and evaluate learning programs on a weekly basis, under the guidance and direction of the ELC Director and other educators.
* Preparing for and conducting Parent and Educator interviews.
* 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.
* Carry out administrative duties related to effective room management and child care responsibilities.
* 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.
* Acting as a professional role model for other staff.
* Contributing to the ELC’s self-assessment process, the development of our Quality Improvement Plan and aligning practices with this.
* Engaging in reflective 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 ELC Director and other classroom educators with the day-to-day running of the Centre.
* Carrying out other tasks, as required by the ELC Director.

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| **CORE EXPECTATIONS** |

* Maintain strict confidentiality with respect to the School’s business.
* Play a critical leadership role in driving the achievement of the School’s mission, vision, and goals.
* Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
* Display a strong dedication to customer service.
* Demonstrate overt support for the School Values.
* Demonstrate a capacity to work in a dynamic team environment with proven ability to relate professionally and authentically to staff, students and parents alike, developing and maintaining positive working relationships with stakeholders.
* Display strong workload prioritisation and time management skills with the demonstrated capacity to co-ordinate staff and manage projects or initiatives.

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| **POSITION DIMENSIONS** |

**Work Pattern:**

* This is a temporary part-time position working 15 hours per week on the days and times as follows:
  + Monday and Tuesday 8:00am – 4:00pm (including a 30 minute unpaid break)
  + These hours may vary to meet the needs of the school and you will be advised of changes to your hours. There may be times when you are required to work during non-term time. In such cases, you will be consulted.

**Significant Working Relationships:**

* ELC Director / Deputy Director / Educational Leader
* Other ELC employees
* Children / Students
* Families and caregivers of the children / students

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| **SELECTION CRITERIA** |

**The successful applicant will possess the following:**

* Diploma of Children Services qualified Educator who holds a Diploma in Children’s Services, an Associate Diploma in Social Science (Child Studies) from TAFE or equivalent qualifications
* Excellent time-management and administrative skills with the ability to meet deadlines.
* Strong written and verbal communication skills with the ability to build strong professional rapport with multiple stakeholders.
* A high level of interpersonal skills, a willingness to be an active team member and contribute to the broader fabric of the School.
* Extensive knowledge of operations and co-curriculum development.
* Ability to think strategically to effectively plan for future co-curricular requirements and possibilities.
* A demonstrated clarity of educational purpose, vision, and engagement with our School Values.
* Responsibility for managing one’s own fee payment and maintenance of a current Working with Children Check (WWCC) clearance.

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| **SUBMITTING AN APPLICATION** |

Suitable applicants should apply by submitting their CV and Covering Letter addressing the selection criteria to the HR Team at [recruitment@hvgs.nsw.edu.au](mailto:recruitment@hvgs.nsw.edu.au)

Inquiries regarding the position may be directed to Human Resources via email [hr@hvgs.nsw.edu.au](mailto:hr@hvgs.nsw.edu.au)

**Applications close: 9am Friday 7 October 2022**

Applications received after this date will not be considered.