

# Job Description



Hunter Valley  
Grammar School

**Position Title:** Early Childhood Educator – Disability & Inclusion (Cert III)

**Reports to:** Director & Nominated Supervisor – Early Learning Centre

**Award/Agreement:** Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

**Classification:** Long Day Care, Preschool and OOSH Centre Staff – Childcare Worker

**Date Last Reviewed:** 28 May 2024

## Position Summary

The Early Childhood Educator – Disability & Inclusion (Cert III) is directly responsible to the Director of the Early Learning Centre (ELC) and is expected to contribute to the development of and assist in the implementation of the childcare program within the ELC. The Early Childhood Educator – Disability & Inclusion (Cert III) will be required to have or be actively working towards attaining the AQF Certificate III in Children's Services qualification.

## Key Responsibilities

- Positively interact with children and give each child individual attention and comfort as required.
- Assist the implementation of daily routines whilst ensuring a safe, healthy and clean environment for the children.
- Supervise the activities of a group of children for short periods of time during the day.
- Work with other staff members to ensure the smooth running of the service subject to the service policies and procedures.
- Assist in the observation and evaluation of the children's development.
- Possessing and continually developing an understanding of the ELC Philosophy and play-based learning.
- Respectful and developmentally appropriate interactions with children.
- Effective classroom management and behaviour guidance, with the support of Key Educators and the Director.
- 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 understanding of the Early Years Learning Framework and utilising this to assist children to develop skills and dispositions and to extend learning.
- Contributing to appropriate, accurate and up to date Individual Learning and Development Records for children who attend our service.
- 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.
- To set up aesthetically pleasing learning environments for children and families.

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- Assisting with administrative processes such as the cleaning, maintenance and registration of equipment, ensuring it is always at the highest standard.
  - Completing incidental administrative, housekeeping and cleaning tasks as required, under the guidance of the ELC Director.
  - 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 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 any other tasks, as required by the ELC Director.

### Core Expectations

- Maintain strict confidentiality with respect to the School's business.
- Display a strong commitment to the strategic direction of the School.
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
- Demonstrate overt support for the School values.
- Develop and maintain positive working relationships with stakeholders; particularly during times of organisational disruption.
- Be able to work as part of a team and autonomously.
- Be an active problem solver and provider of solutions.
- Actively maintain and promote a safe, healthy and clean environment for staff, students and the HVGS community.

### Selection Criteria

- Have obtained or be actively working towards attaining the AQF Certificate III in Children's Services qualification.
- 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.
- 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 Employee Working with Children Check (WWCC) clearance.
- Ability to:
  - Develop positive, empathetic, collaborative relationships with a wide range of internal and external stakeholders.
  - Engage, motivate and inspire within and beyond their team
  - Display empathy, enthusiasm, commitment and strong work ethic.
  - Be flexible, agile, positive and resilient to operate and adapt in a dynamic environment.
  - Communicate effectively and collaboratively.