

General Non-Teaching Staff Position Description

Early Learning Centre – Educator (Cert III)

Position:

Educator (Certificate III)

Area of Employment:

Early Learning Centre (ELC)

Status and Tenure:

Permanent Part-Time

Position Reporting To:

Director, Early Learning Centre

Accountability:

Director of Corporate Services

Classification:

Woodcroft College Enterprise Agreement
2019

Hours of Duty:

Monday to Friday
Flexible working hours and shifts

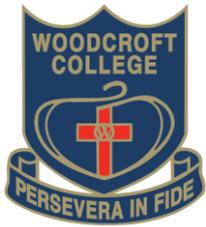
Our Vision Statement

Woodcroft College is a coeducational, Anglican day school for students from Early Learning to Year 12.

An International Baccalaureate (IB) World School, Woodcroft College offers the Primary Years Program (PYP) in the ELC and Junior School, the Middle Years Program (MYP) in the Middle School, and the Diploma (DP) in the Senior School. Senior School students may also choose the South Australian Certificate of Education (SACE) with its Vocational Education and Training (VET) pathway.

The school aims to provide students with an excellent, all-round education in a Christian environment. The curriculum is broad and relevant, aimed at meeting the students' intellectual, physical, social and emotional needs.

The school has a strong pastoral care focus and a broad extra-curricular program (involving outdoor education, sports, clubs, and performing arts).



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Position Objective

The Educator is responsible for the provision of effective teaching and pastoral care to students within his/her care.

Reporting and Working Relationships

The Educator reports directly to the Senior Educator and Director, Early Learning Centre (ELC) with accountability to the Director of Corporate Services.

PART A

Key Areas of Responsibilities

Liaison with College staff and stakeholders by:

- Fostering effective working relationships with all staff and members of the ELC community.
- Interacting with diplomacy and professionalism with a diverse range of internal and external stakeholders.
- Undertaking all duties in accordance with the code of conduct, standards, values and policies of the College.

Continuous Improvement by ensuring:

- Opportunities for continuous improvement are identified and championed.
- Best practice technology is utilised to assist in meeting & records management.
- Regular review of current systems and procedures, using a team approach to improve efficiency and effectiveness.

Maintain ELC Relationships and Customer Service by:

- Supporting all ELC staff in delivering key educational outcomes.
- Actively promoting and demonstrating the Christian values of the College in all duties.
- Positively contributing to ELC meetings and forums.
- Providing timely and relevant communication to parents, customers, stakeholders and staff as required.
- Developing positive relationships with students.
- Helping to develop and support positive relationships between collaborating staff.
- Communicating and relating well with parents/caregivers.
- Maintaining professional working relationships with colleagues.

Support Team and Personal Development by:

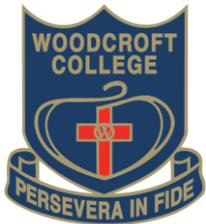
- Actively participating in Performance Management and Development programs.

PART B

Key Competencies

Teaching Practice – Programming, Planning and Collaboration

- Has sound, up to date knowledge of the curriculum including EYLF and IB PYP.
- Follows an inquiry-centred approach to learning.
- Encourages the students to achieve their best and involves students actively in their own learning.



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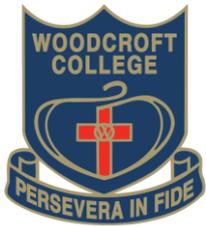
- Has skills in communication, organisation and flexibility.
- Has experience working with students with special needs.
- Supports planning, teaching and assessing through a range of differentiated tasks to ensure that students are supported in their learning.
- Differentiates the curriculum to meet different needs.
- Liaises with other professionals, such as social workers, speech therapists, occupational therapists and educational psychologists.
- Supports collaboratively planning, teaching and assessing a concept driven curriculum within a team-teaching environment.
- Plans for agreed student learning outcomes in the context of a coherent, centre-wide program.
- Regularly monitors and reviews the effectiveness of the learning program and responds appropriately.
- Plans a program which builds on student's previous knowledge and experience.
- Assesses and reports on learning outcomes and skill development.
- Uses a variety of resources representing multiple perspectives and pursues open-ended inquiry and real-life investigations.
- Supports learning within the environment through individual and small group work.
- Is flexible and responsive to a student's learning needs.
- Plans, teaches and assesses a range of curriculum areas.
- Plans, organises and participates in excursions.
- Supports learning through ICT.
- Assists with appropriate environment displays that show examples of children's learning.
- Communicates classroom activities and expectations to parents through several communication channels including Seesaw.
- Collaborates with the leadership team and other ELC staff to plan and manage whole ELC events such as the annual Christmas Celebration and other events.
- Communicates routines and expectations in order to support relief staff, new staff and students.

Student Needs

- Ensures all students are involved in the learning process and that learning goals are clear and focused.
- Views students as thinkers with their own emerging theories.
- Does not stereotype students or their learning.
- Encourages teamwork, collaboration and fosters independence.
- Prevents harassment and discrimination.
- Empowers students to feel responsible and to take action.
- Addresses the needs of students with different levels and types of ability.
- Promotes a growth mindset.

Assessment and Reporting

- Views planning, teaching and assessing as inter-connected processes.
- Uses a range and balance of assessment strategies in consultation with other teachers.
- Involves students in shared reflection during and at the end of each unit.
- Systematically and comprehensively assesses student achievement and performance.
- Maintains accurate and comprehensive records of student achievement and performance.



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- Updates student records.
- Provides students, parents and colleagues with meaningful feedback with guidance from the Senior educator or teacher.

Behaviour Guidance

- Accepts responsibility for student behaviour guidance.
- Maintains explicit expectations of behaviour which promote learning and encourage self-discipline.
- Responds positively to responsible student behaviour.
- Redirects students who interfere with the teaching and learning of others.

Environment Management

- Supports the Senior educator to establish and maintain an experience-orientate learning environment.
- Supports the Senior educator to establish and maintain an organised and stimulating learning environment.
- Works alongside all ELC staff to develop routines and procedures to manage activities efficiently.
- Ensures that facilities, materials and resources are ready to use.
- Encourages responsible use and care of resources and equipment.

Professional Responsibilities

- Abides by the ELC policies, procedures and essential agreements.
- Contributes to the overall life of the centre, including the co-curricular program.
- Helps to develop and maintain a safe and supportive learning environment.
- Carries out routine tasks and fulfils responsibilities.
- Is keen to improve skills and performance.

Professional Appraisal and Development

- Active participation in constructive professional appraisal, based on the Position Description, continually working to improve learning for students.
- Actively seeking professional development relevant to the above points which are considered by the Director, teacher, senior educator and/or the school to require development.

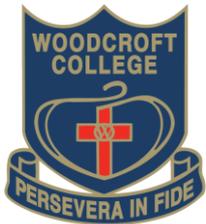
Performance Review and Development

- All staff at Woodcroft College participate in a regular performance review and development program to support their professional learning and growth.
- As the programs and activities of Woodcroft College are based on strong Christian principles and traditions, all staff should be supportive of and comfortable within such an educational environment.

Work Health and Safety

As a Worker, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.



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- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference Division 4, Section 27 & 28 WHS Act 2012

Other Duties

- Other duties are willingly performed as required in accordance with ELC operational requirements.
- Reporting requirements are consistently met.
- Flexibility and willingness to perform a variety of tasks is demonstrated.
- Adherence with standards and procedures is maintained at all times.

PART C

Essential Requirements

- Certificate III or Diploma in Children's services or equivalent.
- Current First Aid Certificate.
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate.
- Current drivers' licence.
- Acceptable working VISA if an overseas applicant.
- Evidence of your entitlement to work in Australia.

Desirable Requirements

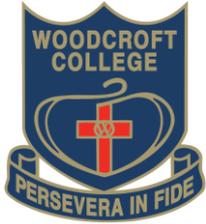
- Experience as an Educator.

Skills and Experience

- Demonstrated achievement, ability and experience in Early Childhood Education.
- Outstanding knowledge of and proven skills in contemporary Early Childhood curriculum development, pastoral care and ELC operations.
- A strong understanding of current Early Childhood educational practices and policies.

Personal Attributes

- Customer service ethos and positive mindset.
- Ability to communicate warmly and effectively with children, families, and other staff members in both written and oral forms.
- Understanding of the Christian ethos as it applies in an educational setting and you must be willing to support the Christian ethos of the ELC and College.
- Strong organisational and time management skills, with an ability to prioritise and manage multiple tasks.
- Demonstrated ability to operate pastorally and with the upmost integrity at all times.
- Skills in establishing effective working relationships with staff, students and parents.
- Effective written and oral communication skills.
- Enthusiasm, interest and commitment to the teaching of children in the ELC.
- A desire to motivate, engage and inspire students.
- Commitment to learn about and implement the IB PYP.



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The requirements of this position description are intended to describe the general nature and responsibility of work in this job. These statements are not to be constructed as an exhaustive list of all duties, tasks and skills required of the job. This position description should be read in conjunction with the employee's current Conditions of Employment and the Collective Workplace Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties as requested by their Line Manager to support the school's compliance with its legislative obligations. The Line Manager may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.