

Early Childhood Teacher – Early Learning Centre

Position Description

Area of Employment	Early Learning Centr (ELC)
Status and Tenure	Full Time
Position Reporting To	Director, Early Learning Centre
Accountability	Principal
Classification	Woodcroft College Enterprise Agreement

Position Objective

The Early Childhood Teacher is responsible for the provision of effective teaching and pastoral care to students within their care.

Reporting and Working Relationships

The Early Childhood Teacher reports directly to the Director, Early Learning Centre (ELC) with accountability to the Principal.

PART A

Key Areas of Responsibilities

Teaching Practice – Programming, Planning and Collaboration

- Collaboratively plan, teach and assess through a range of differentiated tasks, following an inquiry-centered approach to ensure that students are supported in their learning.
- Differentiate the curriculum to meet different needs.
- Plan a program which builds on students' previous knowledge and experience, encouraging them to achieve their best and involve students actively in their own learning.
- Plan for agreed student learning outcomes in the context of a coherent, centre-wide program.
- Regularly monitor and review the effectiveness of the learning program and respond appropriately.
- Assess and report on learning outcomes and skill development.
- Assist with appropriate environment displays that show examples of children's learning.
- Use a variety of resources representing multiple perspectives and pursue open-ended inquiry and real-life investigations.
- Support learning within the environment through individual and small group work.
- Plan, organise and participate in excursions.
- Support learning through ICT.
- Communicate classroom activities and expectations to parents through several communication channels including Storypark.
- Liaise with other professionals, such as social workers, speech therapists, occupational therapists, and educational psychologists.
- Collaborate with the leadership team and other ELC staff to plan and manage whole ELC events.
- Communicate routines and expectations to support relief staff, new staff and students.



Student Needs

- Ensure all students are involved in the learning process and that learning goals are clear and focused.
- View students as thinkers with their own emerging theories.
- Encourage teamwork, collaboration, and foster independence.
- Prevent harassment and discrimination.
- Empower students to feel responsible and to take action.
- Address the needs of students with different levels and types of ability.
- Promote a growth mindset.

Assessment and Reporting

- View planning, teaching, and assessing as inter-connected processes.
- Use a range and balance of assessment strategies in consultation with other teachers.
- Involve students in shared reflection during and at the end of each unit.
- Systematically and comprehensively assess student achievement and performance.
- Maintain accurate and comprehensive records of student achievement and performance.
- Update student records.
- Provide students, parents, and colleagues with meaningful feedback.

Behaviour Guidance

- Accept responsibility for student behaviour guidance.
- Maintain explicit expectations of behaviour which promote learning and encourage self-discipline.
- Respond positively to responsible student behaviour.
- Redirect students who interfere with the teaching and learning of others.

Environment Management

- Establish and maintain an experience-orientated learning environment.
- Establish and maintain an organised and stimulating learning environment.
- Work alongside all ELC staff to develop routines and procedures to manage activities efficiently.
- Ensure facilities, materials, and resources are ready to use.
- Encourage responsible use and care of resources and equipment.

Support Team and Personal Development by:

- Actively participating in Performance Management and Development programs.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

PART B

Essential Qualifications

- Current SA Teacher Registration related to teaching Early Years students.
- Current First Aid Certificate Current First Aid Certificate (*HLTAID004 – Provide an Emergency First Aid Response in an Education and Care Setting*).
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate.
- Acceptable working VISA if an overseas applicant.



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 always operate pastorally and with the upmost integrity.
- Skills in establishing effective working relationships with staff, students, and parents.
- Enthusiasm, interest, and commitment to the teaching of children in the ELC.
- A desire to motivate, engage and inspire students.

PART C

Applications

Applications should be addressed to Shannon Warren, Principal and emailed to:

employment@woodcroft.sa.edu.au

Applications should include:

- Employment Application Form
- A cover letter
- A current resume, including three references

Applications Close: 4pm on Friday 1 August 2025

