



POSITION DESCRIPTION

Early Childhood Educator

College Overview

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

Position Overview

The role of the Early Childhood Educator is to effectively contribute to the development of, and assist in the implementation of, the Pre-School program. This role operates under the general direction of and is responsible to a supervisor who is regularly present with the group of children.

Key Responsibilities

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

Assist to ensure that the Early Learning Centre observes all government legislative and regulatory requirements.

- Assist with developing and evaluating programming and assessment practices that incorporate the Early Years Learning Framework and fulfil regulatory requirements, National Quality

Standards, Employment and Workplace Relations and Emmanuel Anglican College policies and procedures.

- Understand and work according to policies and procedures that ensure all Work Health and Safety legislative requirements and National Quality Standards are appropriately addressed.
- Ensuring the maintenance of a healthy and safe work environment.
- Assist to implement daily routines thus ensuring a safe, healthy and clean indoor and outdoor environment for children.

Promote and assist with quality teaching and learning.

- Assist with the programming process to ensure plans are implemented and evaluated for each child in the room.
- Assist with the observation, evaluation and recording of the development of each child in the room.
- Supervise the activities of a group of children for short periods of time.
- Positively interact with children, give each child individual attention and comfort as required.
- Follow instructions from the supervisor in the room.
- Attend to incidental cleaning and housekeeping associated with individual and group activities experiences and routines.
- Communicate with parents as instructed.
- Work collaboratively with Centre staff and share relevant information about children with other staff members.
- Other reasonable duties as required, taking into consideration the scope of the employee's skills and experience.

Promote effective administration of the Early Learning Centre.

- Attend Early Learning Centre Team meetings as required.
- Work with other staff members to ensure the smooth running of the Centre subject to the College's policies and procedures.
- Provide input into the review of appropriate policies and procedures for the Early Learning Centre.

Contribute positively as a member of a team, actively support and promote WHS procedures and work collaboratively with all College staff.

Knowledge, Skills and Qualifications

- Certificate III in Children's Services (preferred) or Diploma.
- Current First Aid Certificate.
- Valid Working with Children Check.
- An awareness of the Early Years Learning Framework and how this is incorporated into high quality teaching/learning programs.
- The ability to assist with the observation, evaluation and recording of the development of each child in a room.
- Well organised with good communication skills.
- Exceptional time management and organisational skills.
- Work cooperatively as a member of a team and follow directions from the supervisor and Early Learning Coordinator.
- Experience in a Long Day Care or Pre-school setting.

Personal Qualities and Attitudes

- Supportive of the College's ethos and vision.
- Exemplary role model.
- Reliable, energetic, proactive and able to demonstrate initiative.
- Loyalty and commitment to the College, students and staff.
- Adhere to and abide by the expectations of Emmanuel Anglican College Code of Conduct.

Remuneration

The appointee to this position will be classified as a Level 3 or 4 depending on qualifications in accordance with the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025* and remuneration will be based on qualifications and experience.