Position Description

Position: Early Childhood Educator

One full time position
One 0.4 part time position

Position dimension

The position of Early Childhood Educator is responsible for the day to day running of the Kindergarten or Pre Prep program within the School’s Early Learning Centre.

Main responsibilities

• The Early Childhood Educator is responsible for the delivery of the 3-4 year old Kindergarten program or 4-5 year old PrePrep program and for the wellbeing of children.
• Ensuring the Early Learning Centre is at all times compliant in relation to all Children Services Regulations.
• Acting as certified supervisor and fulfilling all associated responsibilities.
• To plan and implement programs which ensure the centre meets all requirements of the preschool funding criteria of the DEECD, the National Quality Framework (NQF), that consists of the Education and Care Services National Law and Education and Care Services National Regulations and the Victorian Early Years Learning and Development Framework.
• Delivering an inviting program that recognises children’s strengths and allows them to feel secure, happy and valued.
• Documenting children’s learning and growth through learning stories, portfolio pieces and other relevant documentation.
• Through regular observations and documentation, support all children with individual needs within the program.
• Providing regular feedback about the progress and development of individual children and encouraging open communication.
• Ensuring the safety and security of children at all times.
• Implementation and adherence to the policies and procedures of the Early Learning Centre.
• Attendance at relevant external, College and Junior School meetings.
• Attendance at Open days, Celebration Night, parent information nights and other special events as directed by the Head of Junior School or Coordinator of Early Learning Centre.
• Ensuring all communication with families, children and other staff occur in a respectful and professional manner which represents the Centre appropriately and responds to the needs of the children and parents.
• Attend to and contribute to Early Learning Centre, Junior School and College meetings
• Contribute to the Early Learning Centre newsletter each term and Kingswood News or Junior School Bulletins as necessary.
• Assist with the daily administration of the centre and undertake duties as requested by the Coordinator or Head of Junior School.
Other duties

- Assist in maintaining the general cleanliness and attractiveness of the Early Learning Centre.
- To be familiar with, support and assist in the implementation of the policies and handbook information of Kingswood College Early Learning Centre.
- To be familiar with the Emergency Management Plan and evacuation procedures, that applies to the Early Learning Centre specifically and to Kingswood College generally.
- To attend and contribute to professional development as approved by the Early Learning Centre Coordinator and Head of Junior School.
- Maintain appropriate paperwork to meet Funding and Regulatory requirements.
- At all times respect the privacy of families and ensure confidentiality of any information provided.

Qualifications

- Applicants must hold a Bachelor of Early Childhood Education or equivalent and have relevant experience.
- Must be eligible to work within Australia.
- Satisfactory Working with Children Check and current first aid qualifications (including up to date CPR qualifications and anaphylaxis management) are required.
- Applicants must have a demonstrated passion for working with children; to develop their learning skills and social confidence and be willing to work as part of a positive and supportive team to achieve the Centre’s aims and goals.
- An understanding of, and experience in the International Baccalaureate Primary Years Program would be an advantage.

Responsible to

- Coordinator of Early Learning Centre
- Head of Junior School
- Principal