Position Description

Position: Early Childhood Educator

Position dimension

The position of Early Childhood Educator is responsible for the day to day running of the 3 year old Kindergarten program within the College’s Early Learning Centre.

This position will commence on Monday 22 October and will run through to the end of the 2012 Year (12 December 2012).

Main responsibilities

- The Early Childhood Educator is responsible for the delivery of the 3 year old Kindergarten program and for the wellbeing of students; teaching a group of up to 12 students daily.
- Providing a program based on the emergent curriculum approach and Kingswood College Early Learning Centre’s Core Beliefs document which works within the 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.
- Adherence to the Children’s Services Act 2009, the Children’s Services Regulations 2009 and the National Quality Framework.
- Implementation and adherence to the policies and procedures of the Early Learning Centre.
- Attendance at relevant IPSHA, 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 occurs in a 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 and Junior School 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.
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 similar and have significant relevant experience.

Satisfactory Police and Working with Children Check and current first aid qualifications (including anaphylaxis management) are required.

Applicants must have a demonstrable 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.