

POSITION DESCRIPTION

Flinders Early Learning Centre - Lead Educator



**MATTHEW
FLINDERS**
Anglican College

JOB CLASSIFICATION

Position title:	Lead Educator
Reports to:	Director of the Flinders Early Learning Centre
Employment type and tenure:	Permanent, Part Time (0.72 FTE) Position Monday to Friday 12.00pm to 6.00pm (27.5 hours per week)
Department / School:	Flinders Early Learning Centre (FELC)
Location:	144 Ballinger Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification pay point:	Schedule 6F – Education and Care Services Lead Educator / Group Leader
Last updated:	September 2025

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

As a Lead Educator, you will create a calm, welcoming environment that fosters curiosity and creativity. You'll plan engaging learning experiences, support children's development, build strong relationships with families and your team, and ensure the program meets policies and regulations. Your passion, leadership, and curriculum knowledge will make afternoons meaningful and joyful for every child.

Primary relationships

- Reports directly to the Director of Flinders Early Learning
- Collaborate with Educators and Early Learning Teachers
- Communicate with parents on a daily basis

Main responsibilities

Educational Leadership and Program Implementation

- Plan and implement learning experiences that are engaging, developmentally appropriate, and responsive to children's ideas.
- Lead the planning, reflection, and evaluation of the fluid afternoon program in consultation with the Director and Educational Leader.
- Set up thoughtful provocations that spark curiosity, critical thinking, and extend children's learning.
- Assess and document children's developmental progress against learning outcomes, establishing and reviewing individual and group learning goals.
- Model best practice pedagogy, providing guidance, feedback, and mentoring to colleagues.
- Critically reflect on all aspects of the program to ensure alignment with the Early Years Learning Framework and National Quality Standards.

Interactions with Children

- Support children's social and emotional development, helping them build strong relationships, self-regulation, and confidence.
- Provide responsive, respectful interactions that acknowledge each child's individuality, culture, and stage of development.
- Encourage independence, resilience, and responsibility appropriate to children's abilities.
- Create a calm, welcoming environment that nurtures curiosity, creativity, and exploration.
- Establish consistent daily rhythms and transitions that promote safety, inclusion, and wellbeing.

Engagement with Families

- Foster strong partnerships with families through open, respectful, and ongoing communication.
- Share meaningful insights and documentation about each child's learning, growth, and wellbeing.
- Support colleagues in developing effective family engagement strategies.
- Maintain confidentiality and handle sensitive matters with discretion and professionalism.

Team Collaboration and Professional Practice

- Lead and collaborate with the team, modelling best practice and supporting colleagues to build their capability.
- Engage in professional dialogue, sharing observations, strategies, and reflective insights to enhance practice.
- Promote a positive workplace culture through professionalism, initiative, and a commitment to lifelong learning.
- Actively participate in compulsory and professional development opportunities.

Compliance, Safety, and Centre Responsibilities

- Prioritise the health, safety, and wellbeing of children in all aspects of the program, including transitions and afternoon routines.
- Proactively manage risks, conducting and documenting risk assessments where required.
- Ensure compliance with the National Quality Framework, Education and Care Services National Regulations, and workplace health and safety requirements.
- Maintain accurate and timely records of children's learning, wellbeing, and health needs.
- Oversee the setup, maintenance, and aesthetics of learning environments so they are engaging, safe, and purposeful.

Promoting the Flinders Early Learning Centre

- Act as an ambassador for the Flinders Early Learning Centre, modelling the College values of Compassion, Courage, Integrity, and Respect.
- Positively promote the Centre's programs both internally and externally.
- Contribute to a culture of excellence, innovation, and professional pride across the Centre and the wider College community.

ABOUT YOU

Person specification

Essential qualifications

- A recognised Certificate III or higher in Early Childhood Education and Care
- Positive Working with Children Check (QLD Blue Card)
- First Aid and CPR Certificate
- Asthma and Anaphylaxis Certificate

Knowledge, experience and attributes

- Demonstrated understanding of the National Quality Framework.
- Demonstrates strong and decisive leadership in a dynamic and challenging environment.
- Leads by example, fostering accountability and resilience.
- Plan and implement educational programs while managing daily tasks.

Physical and inherent requirements

- Ability to stand, walk, bend, and move freely for extended periods throughout the day.
- Capability to lift, carry, and move children and equipment (up to ~15-20kg safely).
- Sufficient vision and hearing to supervise children and respond to emergencies.
- Manual dexterity and physical fitness to engage in play, outdoor activities, and caregiving routines.
- Capacity to sit on the floor, kneel, or squat as required during interactions with children.
- Ability to perform basic cleaning and hygiene tasks as needed (e.g. wiping surfaces, assisting with toileting).
- High level of emotional resilience and the ability to remain calm under pressure.
- Strong communication skills to engage with children, families, and team members.
- Ability to form secure, nurturing, and responsive relationships with children.
- Sound judgment and quick decision-making in supervision and safety situations.
- Capacity to manage and support the developmental and behavioural needs of young children.
- Attention to detail in documentation, planning, and monitoring child wellbeing.
- Adaptability and patience in dynamic, fast-paced environments.
- Commitment to maintaining a safe, inclusive, and stimulating learning environment.
- Ability to work collaboratively as part of a team, as well as independently when required.
- Understanding of and adherence to child protection, health, and safety regulations.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

1-47 Stringybark Road, Buderim QLD 4556

P: 07 5477 3200

www.mfac.edu.au

"Surrounded by our past, untitled by our future." Artwork by David Williams of Gillimbaa.