

Position Description



**MATTHEW
FLINDERS**
Anglican College

Early Childhood Educator

JOB CLASSIFICATION

Position title:	Early Childhood Educator
Reports to:	Director of the Flinders Early Learning Centre
Employment type and tenure:	Full time, Part time and Casual
Department / School:	Flinders Early Learning Centre (FELC)
Location:	Ballinger Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2021
Position classification:	Education and Care Services (Child Care) Educator / Children's Services Worker – 1 Year Qualified
Remuneration range:	\$57,974 - \$61,848 (Annual salary range subject to qualifications and experience)
Last updated:	January 2023

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 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 Flinders Early Learning Centre (FELC) supports 120 families with children from three-to six-years of age through creative Pre-Kindergarten and Kindergarten programs. FELC is a licensed Child Care Centre operating 48 weeks of the year and delivers compassionate and caring play-based programs in natural environments inspired by the child-centred Reggio Emilia experience to ensure the learning is inviting, fun and creative.

Our Mission

Our mission is to challenge our students to develop the character and competencies required to achieve academic excellence and a successful future of contribution and leadership in local, national, and global communities.

Our Vision

- To be a dynamic learning community that provides our students with an outstanding contemporary education which prepares them for tertiary study and beyond.
- To enhance the performance of our staff in a supportive and collaborative environment, enabling them to flourish as professionals for the benefit of our students.
- To build our traditions whilst responding to emerging evidence of new and improved ways of educating our students for excellence in learning and life.

Our Values

Courage, Respect, Integrity, and Compassion

ABOUT THE POSITION

Position summary

The Early Childhood Educator provides care and early learning experiences that meet the needs and interest of children in a safe, supervised environment. They support and implement the programs developed by the Teacher/ Director to encourage children to develop a love of learning, guiding them into the more formal processes of learning in a secure, nurturing and stimulating environment. The Early Childhood Educator creates an environment specifically designed to encourage children to develop their physical, emotional, intellectual, social, cultural, and spiritual potential.

Primary relationships

- Report directly to the Director of the Flinders Early Learning Centre (FELC)
- Work closely with Early Childhood Teachers and Educators
- Liaise with parents and families of students and the community

Main responsibilities

- Positively promote the Flinders Early Learning Centre (FELC) both internally and externally.
- Work as a team member displaying patience, enthusiasm, and a sense of humour, maintaining confidentiality at all times.
- Active and lifelong learner taking personal responsibility to engage in all compulsory and professional development opportunities.

Programming

- Assist in the programming, planning, implementation, reflection, and evaluation of the daily, weekly, and monthly EYLF/QKLG programs in consultation with the Teacher and Director.
- Assist in planning, monitoring, and preparing the inside and outside environment, setting up interest areas and preparing and clearing away materials and supplies.
- Utilise any individual skills and/or interests relevant to the early learning program, in consultation with other staff.
- Interact responsively with the children during indoor and outdoor experiences.
- Support the morning and afternoon program and afternoon transitions for the mixed age group.
- Assist with organising activities, other support staff and record keeping.
- Prepare daily room set-up and create classroom displays, posters, props etc.
- Prepare classroom materials, wash, clean and clear away materials.
- Ensure the level of resources in the classroom is adequate and report to the teacher when further supplies are needed.
- Share relevant information about the children and their development with the appropriate staff.
- Assists in the ordered arrangement, appearance, décor, and learning environment of the room, outdoor environments, and share in maintenance duties.

Children

- Take responsibility for the children when the Teacher is not present.
- Ensure that children feel content and secure on parent's departure and settle into the experiences and routines of the centre.

- Encourage children to develop a sense of independence and responsibility at a level appropriate to their ability and maturity.
- Treat each child with dignity and respect considering any cultural or socio-economic or other differences.
- In consultation with the Director and Teacher, help prepare portfolios, learning stories and observations, and implement the agreed supportive behaviour management strategies and techniques with consistency. Consult with the Director or Teacher before discussing any developmental/behavioural issues with parents.
- Model appropriate behaviour and language, using active listening with individual children; speak in a friendly, courteous manner encouraging children to extend their vocabulary, communication, and use of language.
- Take note of special interests, talents, strengths, and disabilities that affect the daily routine of individual children and incorporate these interests into the program and learning cycle.
- Follow the routine of the room and ensure the needs of all children are met in an appropriate way.
- Understand the daily medication requirements and administers medication under the strictest of guidelines.

Parents

- Develop good rapport with parents, ensuring they are always made to feel welcome and are active contributors to the program.
- Consult with the teacher and/or the Director before discussing with a parent any issues related to child development or behaviour.
- Respect the confidentiality of all information and maintain high levels of discretion at all times, both on and off duty. Never discuss anything about a child to another parent.
- Maintain regular communication with parents acknowledging their arrival, departure through informal greetings etc.
- Encourage the effective use of the Daily Journal, Blog, and Communication Books. This will support parents that are unable to communicate directly with the Teacher/Group Leader.

Compliance

- Manage risk appropriately and complete risk assessments when required.
- Participate in, and comply with, all relevant workplace health and safety legislation.
- Participate in the National Quality Framework process.

ABOUT YOU

Person specification

Essential qualifications

- Minimum two-year trained Certificate III in Children's Services / Diploma of Early Childhood Education and Care and a demonstrated understanding of the National Quality Framework
 - ACEQA qualifications are essential. Please check your qualifications against the approved ACEQA list on their website: <http://www.acecqa.gov.au/educators-and-providers1/qualifications>
- Positive Working with Children Check (QLD Blue Card)
- First Aid and CPR Certificate (or willingness to obtain)

- Asthma and Anaphylaxis Certificate (or willingness to obtain)

Knowledge, experience, and attributes

- Experience working as an Early Learning Educator in centre-based care for children aged 3 – 6 years, including knowledge and skills in programming/planning, observation cycles, and implementing and reflecting upon the early learning EYLF/ KQLG program.
- Demonstrate an understanding of inquiry learning and educational documentation with demonstrated evidence of this in your day-to-day practice.
- Share a genuine love of teaching young children and display a deep understanding of their developmental needs, growth, and children's rights.
- Possess a rich image of child and deep listening skills.
- Understand the assessment and rating processes including a working knowledge of the national Quality Standards, National and Queensland regulations.
- Demonstrated knowledge and skills in planning and implementing an early years' program supporting social/emotional skills, creativity, early literacy, numeracy and thinking skills based on inquiry, children's interests, and ideas.
- View the development of the whole child in all areas of learning.
- A love of music, the arts, and the environment.
- Highly effective written and oral communications skills with the ability to build Early Childhood learning communities.
- Proven ability to effectively use technology in learning, preferably within an Apple environment.
- Demonstrated ability to approach tasks in a proactive manner, using initiative and flexibility.

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.

ACKNOWLEDGEMENT

Given the dynamic environment in which the College operates, the Principal reserves the right to alter roles and responsibilities of this position to most effectively suit the leadership and management requirements at any point in time.

I have read, understand, and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: _____

Signature: _____

Date: _____

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