



# ABBOTSLEIGH

---

*An Anglican Pre K-12 School for Girls*

## Child Care Educators – Early Learning Centre

Permanent Full Time Position: 38 Hours each week typically including four long days each week.

Permanent Part Time Role: 20.5 hours a week over 4 days between the hours of 7.30am to 6.30pm

### Position Description

Reports to the Head of Junior School via the Director of Early Learning

#### Qualifications

- Certificate III or Diploma in Community Services (Children's Services) or equivalent or those enrolled and working towards one of these qualifications
- Current First Aid Certificate
- Working with Children Background Check clearance

#### Accountabilities

- Adhere to the Children (Education and Care Services National Law Application) Act 2010 and the Education and Care Services National Regulations 2014
- Show a commitment to upholding the principles of the National Quality Framework
- Have a working knowledge of the Early Years Learning Framework for Australia
- Develop and maintain an understanding of and commitment to the components of the Reggio Emilia pedagogy which inspires the philosophy of Abbotsleigh's Early Learning Centre
- Maintain positive communication with staff, the Director of Early Learning and the Head of Junior School
- Ensure compliance with child protection legislation and policies
- Participate in ongoing professional development and training programs
- Attend meetings and evening functions as required

#### Specific requirements

##### Children

- Communicate and respond in a supportive and positive manner to young children
- Create and maintain a safe, supportive, stimulating and educational environment for children
- Support class teacher to plan, implement and evaluate children's development and learning
- Be aware of and cater for children's additional needs and requirements including diet and allergies
- Maintain resource and equipment levels for the room and centre
- Manage excursions and experiences with children which promote awareness of the Abbotsleigh community
- Administer first aid or medication in compliance with Centre procedures and policies

### Staff

- Contribute effectively to a team environment
- Exercise diplomacy and confidentiality
- Use initiative and discretion
- Remain calm in stressful situations
- Act as a proactive team player with a 'can do' attitude
- Collaborate with staff to ensure that programs are continually reviewed and improving
- Assume an equal share of housekeeping duties
- Ensure that equipment and resources are respected and maintained to an optimal level of safety

### Families

- Develop and maintain positive relationships with families
- Encourage families to participate in decision making and experiences at the Centre
- Create a safe, supportive and informative environment for families
- Act as a resource person for families
- Attend parent meetings as required

### Administration

- Ensure completion of all necessary forms on a daily basis including sign on and off sheets
- Keep abreast of staff communication notices

### Occupational health and safety and injury management

- Maintain a clean and safe work environment while complying with the Centre's safety policies and procedures.
- Work within guidelines as detailed in the relevant safety "standard work method statements"
- Report all workplace accidents, incidents and hazards according to the centre's policies and procedures

### Child protection

- Assist the Director of Early Learning to comply with child protection in the workplace – responding to allegations of reportable conduct against employees
- Inform the Director of Early Learning of all allegations or convictions of a child protection nature against an employee, of which you become aware
- Ensure compliance as a mandatory reporter where there is reasonable grounds to suspect that a child is at risk of significant harm

Please apply by **9am Tuesday 17 December 2019** to [hr@abbotsleigh.nsw.edu.au](mailto:hr@abbotsleigh.nsw.edu.au)

Application to include:

- Covering Letter
- Curriculum Vitae including the names of 3 referees
- Academic Transcripts of courses completed
- WWCC Documentation
- First Aid Certificate including Anaphylaxis and Asthma Training