

## EARLY CHILDHOOD EDUCATOR (CERTIFICATE III)

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<b>Status:</b>	Permanent Part Time (Year Round) 8.30am-3pm – 5 days per week
<b>Location:</b>	Burgmann Anglican School Early Learning Centre
<b>Reports To:</b>	Early Learning Centre Director
<b>Award/EA:</b>	Burgmann Anglican School Early Learning Centre Agreement 2020
<b>Qualification:</b>	Certificate III in Early Childhood Education and Care (ECEC) or equivalent as determined by ACECQA

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Burgmann Anglican School Early Learning Centre, managed by Burgmann Anglican School, provides education and care for children from 6 months to 3 years on the grounds of the Valley (Gungahlin) Campus.

Burgmann Anglican School prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care for children and students, along with their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

### POSITION OBJECTIVE

Assist with the implementation of programs and ensure compliance with the National Quality Framework at all times. Provide ongoing support and assistance in all areas of daily operational requirements and develop positive partnerships and relationships which support families and the Burgmann Anglican School community.

The focus of the Early Childhood Educator (Certificate III) role is to be an active team member, assisting to provide children with a high quality education and care program designed to meet the individual and group needs in accordance with the National Quality Framework (NQF), Burgmann Anglican School Early Learning Centre policies and procedures and other relevant regulatory and/or funding bodies.

### APPLICATIONS

Applicants should provide the following documents by email to **employment@burgmann.act.edu.au**:

The Principal  
Burgmann Anglican School  
4 The Valley Avenue  
GUNG AHLIN ACT 2912

- Covering letter, addressing the selection criteria, outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees, preferably one referee should be the applicant's current minister

**Applications close: Monday 2 December 2019 9am**

## **KEY RESPONSIBILITIES**

### **QA1 Educational Program and Practice**

- Assist with the development and implementation of a high quality, developmentally appropriate educational program for children attending.
- Contribute to the planning, implementation, assessment and review of a high quality and diverse culturally appropriate educational program based on the EYLF with references to the NQS, considering developmental needs, interests and abilities of all children attending the Early Learning Centre.
- Actively support every child to participate in the program and ensure the program promotes children's agency, choices and influence.
- Under direction of your supervising Early Childhood Teacher (or assisting diploma qualified educator), record and maintain specific objectives for individual children based on regular observations across all aspects of the child's development.
- Discuss with your supervising Early Childhood Teacher (and assisting diploma qualified educator), the educational program, needs of families and children attending the service to assist with these needs being met.

### **QA2/QA3 Children's Health and Safety & QA3 Physical Environment**

- Provide a healthy, safe and welcoming environment, ensuring you and other educators are actively engaged with children at all times.
- Assist to conduct regular audits to ensure staff and children effectively utilise health and hygiene practices including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.

### **QA4 Staffing Arrangements**

- Share housekeeping tasks of preparation, packing, hygiene and safety related to the program with other staff.
- Participate in an annual performance development review process.
- Keep abreast of current issues relating to the provision of children's services.
- Keep abreast of current issues relating to the provision of children's services and liaise with relevant early childhood services and other professional services and organisations within the community.
- Support peers with the orientation of new staff.

### **QA5 Relationships with children**

- Develop and sustain strong and respectful relationships with all children.
- Support children to manage their own behaviour, through the use of positive behaviour guidance approaches.

- Work with educators to develop a clear picture of the child as a capable and competent learner, creating optimal relationships with children.

#### **QA6 Collaborative partnerships with families and communities**

- Establish and maintain links with both the school and local communities, and other relevant organisations.
- Actively encourage parental involvement within the Early Learning Centre.
- Communicate with parents about their child's development and progress at the Early Learning Centre.

#### **QA7 Governance and Leadership**

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the Early Learning Centre.
- Work to increase your understanding of the NQF, NQS and EYLF within the Early Learning Centre.
- Develop, maintain and support respectful, supportive, collaborative and responsible relationships with staff across all area of Burgmann Anglican School.
- Work as a member of a cooperative team, contributing to the planning and implementation of the educational program.
- Work cooperatively with Burgmann Anglican School Early Learning Centre management and all staff to ensure the Early Learning Centre operates in a safe work environment and that staff follow safe work practices.
- Attend staff meetings to facilitate effective communication, internal staff development and discussion on management and programming for the Early Learning Centre.

#### **GENERAL RESPONSIBILITIES**

- In undertaking all duties, work in accordance with the requirements of:
  - The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011;
  - The National Quality Framework (NQF);
  - The principles, practices and outcomes detailed in the Early Years Learning Framework;
  - Early Childhood Australia's Code of Ethics; and
  - Burgmann Anglican School Early Learning Centre's philosophy, policies and procedures.
- Be actively involved in the development and implementation of Burgmann Anglican School Early Learning Centre's Quality Improvement Plan.
- Provide educational leadership within the Early Learning Centre.
- Build trusting professional relationships with the educators through successful monitoring, mentoring and support.
- Other duties as directed.

- Operate in a professional manner at all times.

## SELECTION CRITERIA

1. Working knowledge of the National Quality Framework and Standards and the Early Years Learning Framework with a demonstrated commitment to the implementation of these processes. Knowledge of all statutory requirements, regulation and legislation relating to the provision of Education and Care Services.
2. Highly motivated and committed individual with an ability to work independently and in a team environment.
3. Excellent oral, written and interpersonal communication skills, including the ability to liaise effectively with a variety of stakeholders.
4. Effective problem solving and negotiation skills.
5. Demonstrated ability to develop and maintain culturally appropriate relationships with a diverse range of services providers, internal and external stakeholders by encouraging and recognizing the value of such diversity.
6. A sound understanding of Work Health and Safety legislation and its implication to ensure a safe and healthy work environment in education and care services.

## MANDATORY REQUIREMENTS

- Certificate III in Early Childhood Education and Care (ECEC) or equivalent approved by ACECQA (or working towards)
- A current Working with Vulnerable People (ACT) card
- First aid training as prescribed in the Education and Care Services National Law Act 2010
- Asthma and Anaphylaxis Management training
- Food Safety, Handling and Hygiene training (as applicable)