



Position Title:	LOSHC Lead Educator
Section of School:	Early Learning Centre
Responsible To:	Director of Early Learning Centre
Responsible For:	Education and Care of Children (Pre-Prep – 12 years)

### Purpose of the Position:

Lead Educators at Livingstone Christian College Early Learning Centre are appointed to educate and care for a group of children up to twelve years of age. Under the guidance of the ELC Director and Educational Leader, Lead Educators develop, plan and implement an early childhood program which is developmentally appropriate and aligns with nationally approved learning frameworks, the ethos and vision of the College, meets the group and individual needs of children, and considers parent and community input into the program.

### Major Roles:

Consistent with current Christian Community Ministries Enterprise Agreement, Livingstone Christian College Policy and the Biblical basis of the College:

In the context of Government, Industry and Centre policies, standards and guidelines, and as directed by Christian Community Ministries Limited:

#### 1. Curriculum and Program Development:

- Use government approved learning frameworks (My Time Our Place), National Quality Standards, and the Centre's Philosophy, to inform the development of a program which enhances each child's learning and development.
- Ensure that the program is holistic, encompassing the cognitive, social-emotional, physical and spiritual development of children.
- Ensure that the program adopts culturally diverse approaches to programming, including a commitment to children that respects, reflects and celebrates culture, diversity and inclusion of children with varying needs.
- Be focussed, active and reflective in designing and delivering whole group, small group and individualised learning programs.
- Implement a regular reporting cycle for parents on children's progress including parent-teacher interviews and developmental screeners.
- Use evidence based and age appropriate pedagogies to implement programs.
- Use evidence based and age appropriate methods of assessment to collect data on children's progress for the purpose of informing programming and communication with families. This includes, but is not limited to, monthly observations of each child and the collection of artefacts for child Portfolios.
- Develop collaborative partnerships with families, professionals, community groups and/or research organisations.
- Maintain a safe, secure, interactive and engaging learning environment which is reflective of Centre Philosophy and vision, children's interests and abilities, and aligns with policies and procedures of the service.

#### 2. Relationships with Children:

- Ensure that interactions with children are warm, responsive and inclusive, encouraging a sense of professional trust and security.
- Interact with children in meaningful ways, promoting their learning and development in a manner which is age appropriate and develop skills of lifelong learning.
- Support children to develop collaborative relationships with peers, including social skills, resilience and problem-solving skills.

3. Duty of Care:

- Build professional, reciprocal, trusting relationships with children and families; maintaining the rights and dignity of the child and families at all times.
- Ensure active supervision of children at all times in accordance with laws and regulations.
- Follow Centre policies and procedures to ensure the safety and hygiene of the environment in line with laws and regulations.
- Respond to, monitor and record health concerns or illnesses of children.
- Follow the College Code of Conduct, Child Protection, and Confidentiality Policies, along with the Centre Code of Ethics at all times.

4. Professional Development:

- Attend and participate in monthly Early Learning Centre staff meetings.
- Attend and engage in Professional Development.
- Be committed to the Centre vision of continual improvement and striving for excellence, contributing to and engaging in professional learning, projects, and the Quality Improvement Plan.
- Engage in staff appraisal processes, including the development of individual professional learning plans and goal setting.

5. Other Responsibilities:

- Create a weekly menu for breakfast and afternoon tea which aligns with *Get Up & Grow* and The Queensland Health Department recommendations for nutrition.
- Contribute to monthly Early Learning Centre Newsletters.
- Be familiar with and implement Early Learning Centre Philosophy, Policies and Procedures, Approved Learning Frameworks and National Quality Framework.
- Adhere to College Workplace Health and Safety requirements, including actively identifying and responding to hazards in the environment.
- Engage with other staff in a positive manner, contributing to a positive workplace culture that reflects Livingstone Christian College organisational values.
- Establish and foster communication between staff, engaging in a committed and united team.
- Perform other reasonable duties as required.

6. Engage in the Christian Ethos of the College and Centre:

- Promote and engage in the College wide virtues program which focusses on the values of Jesus.
- Encourage a Christian faith in the children through interactions, conversations, daily devotions and prayer, stories, songs and saying grace at meal times with the children.
- Be a role model, challenging self and fellow staff in their own Christian faith journey.
- Display Christian posters/ artwork.
- Understand, agree with, and sign Statement of Faith.

7. Qualifications/ Skill Expectations:

- Hold, or be actively working towards, Diploma level Education and Care qualifications &/ or qualifications recognised by ACECQA for school age care educators.
- Working with Children Check – Blue Card.
- First Aid Qualifications – including CPR, Asthma and Anaphylaxis.