



## Position Description – Educator, Kindergarten

### OUR MISSION

To serve our community through high quality education in a caring Christ centred environment; empowering our students to shape a better world.

It is our vision, at St James Lutheran College to be a leading model on innovative Christian education excellence.

### AUTHORITY AND ACCOUNTABILITY

The Lutheran Church of Australia Queensland District (LCAQD) is the Approved Provider for all Lutheran Early Childhood and School Aged Care Services in Queensland. QLECS manages the obligations of the Approved Provider (holds the Approved Provider's delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. QLECS works to promote best practice and quality within each Service. Each Service provides opportunity for ministry and mission for the Church – an outreach for the local Congregation, School/College and QLECS.

The Educator - Kindergarten shall abide by the constitution and by-laws of LCAQD and QLECS, accept the policies and objectives determined by QLECS Council and QLECS Branch and be consistent with principles of good practice in development and maintenance of professional relationships.

The incumbent will be expected to conduct their work in an atmosphere of Christian service in support of the Lutheran ethos, maintaining and implementing the mission and vision of the Service and QLECS.

### ROLE

The Educator - Kindergarten: -

- Works in conjunction with the Teacher/Lead Educator, to plan, implement and evaluate a program of routines and developmentally appropriate activities which all provide for the development of the children in a stimulating and caring and secure environment.
- performs all responsibilities in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflicts of interest that may arise.

### KEY RESPONSIBILITIES

#### Christian Ethos:

- Foster and nurture the Christian foundation and environment of the service.
- Participate at significant community and Church events such as family services, staff installations, Christmas concerts, anniversary celebrations, as required.
- Support mission and ministry to the staff and families at the Service, upholding the Lutheran ethos in conjunction with Service staff.

#### Laws, Regulations and Standards

##### Legislation

- Know, understand and have experience working with the National Quality Framework (NQF) and its national law system, including the various roles and responsibilities under the NQF.
- Assist to monitor and maintain Service practices consistent with all legislative requirements.

##### National Quality Standard

- Actively participate in the Service's Continuous Improvement processes including self-assessment against the NQS and critical reflection of Service practices.
- Assist in the development and updating of the Service's Quality Improvement Plan.
- Effectively participate in the assessment and rating process.



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### Reporting, Accountability and Compliance

- Ensure compliance with the National Quality Framework and all legislative requirements.
- Assist in the maintenance of all records and documents as per legislative and Approved Provider requirements.

### Work, Health and Safety

- Know and understand Work, Health and Safety legislation.
- Ensure Work Health and Safety procedures and practices are followed.
- Record and report Work, Health and Safety incidents to the Teacher/Lead Educator and Service Leader.

### **Governance and Management**

#### Service Management

- Actively promote the Service to families and the wider community.

#### Policies and Procedure

- Implement the Service's policies and procedures at all times.
- Undertake policy reviews when required.

### **Administration**

#### Administrative Duties

- Ensure all required documentation is current.
- Contribute to the completion of safety checklists on a daily basis, as required.

### **Service Delivery**

#### Community Involvement and Communication

- Assist in the development and maintenance of effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program.
- Support the development and maintenance of effective community relationships and partnerships being aware of and responding to the diverse community needs.
- Provide input into regular communications with families.

#### Education and Care

- Support in the planning and delivery a high quality early childhood curriculum, using the relevant curriculum frameworks, maintaining all documentation required to support children's learning and development.
- Assist in planning and preparing the environment and cleaning away after activities.
- Work collaboratively as a member of a team and QLECS to maintain the highest possible standards of education and care.
- Facilitate positive and respectful relationships with all children.
- Support effective and appropriate behaviour guidance techniques and strategies.

### **Human Resources**

#### Human Resource Management

- Support and facilitate individual and team performance improvement.
- Follow the Service's policies and procedures to resolve disputes and conflicts.

#### Professionalism/Professional Practice

- Commitment to ongoing learning and performance improvement.
- Participate in professional development planning for the Service
- Engaging in personal and professional development to ensure a thorough knowledge of all aspects relating to early childhood education and the Service's operation.
- Support team building.
- Promote a positive Service culture.



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### QUALIFICATIONS

#### Qualifications:

- Certificate III in Children's Services or equivalent (Minimum)
- Current Suitability Card (Blue Card)
- Current Senior First Aid and CPR; Anaphylaxis and Asthma Management training

### INSTRUCTIONS

Please

- Submit a CV which includes relevant qualifications and employment experiences
- Include a written application that addresses how your skills and experience will fulfill this role and address the key selection criteria
- Provide the names and contact of 3 referees (one must include your current or immediate past employer)
- Email to Mrs. Jackie Heath, Service Leader – [service.leader@stjameslc.qld.edu.au](mailto:service.leader@stjameslc.qld.edu.au)

Applications close 9am Friday, 12<sup>th</sup> July 2019

### WORKPLACE HEALTH AND SAFETY

Effective implementation of the School's Workplace Health and Safety Policy requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

### EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, applicants will be providing St James Lutheran College with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St James Lutheran College may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they are unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St James Lutheran College will not disclose personal information to a third party without the applicant's consent.
6. Applicants who provide St James Lutheran College with personal information of others are encouraged to inform such persons:
  - a. that they are disclosing that information to the School;
  - b. the reason they are disclosing that information;
  - c. that they can access that information if they wish;
  - d. that the School does not disclose the information to third parties; and
  - e. that the School may store the information for eight (8) weeks.