POSITION DESCRIPTION

Educator – Early Learning Centre

METHODIST LADIES' COLLEGE

Reports to:

Director of the Early Learning

Department/Section:

Early Learning Centre

Key Relationships:

Internal

- ELC Educators
- Director of ELC
- Families and their children
- MLC Teachers and operations staff

External

- Prospective families
- Members from the local community

Qualifications and Experience:

Essential

- Certificate IV in Early Childhood Education and Care
- Certificate III in Early Childhood Education and Care
- Related experience in an early learning environment

Desirable

- Experience working as an Educator in the field of Early Childhood Education

Role Responsibilities:

Educational programme and practice

- Contribute to and implement an educational programme in collaboration with the Assistant Educators, Senior Educators and Room Leader in the room
- Ensure that children's learning is professionally presented and an authentic representation of their personal growth and development
- Maintain accurate records and ensure daily, weekly and monthly documentation are kept up to date

Health and Safety

- Ensure all children's educational and physical needs are met throughout the day
- Ensures the Director is kept up to date and informed on any matters relating to the educational needs or care of any child in the Early Learning Centre
- Ensure a safe environment is maintained for children, parents and all staff and meets the National Quality Standards
- Work in accordance with food safety regulations

Environments

- Support the Room leader with the effective management of resources with regards to maintenance, room layout and updating provocations to mirror the educational programme

POSITION DESCRIPTION

Educator – Early Learning Centre

METHODIST LADIES' COLLEGE

Professional Collaboration

- Effective and consistent communication with all staff, parents and the Director and attends meetings where required
- Responsible for the quality of their own work and the work of others

Relationships and collaborative partnerships with children and families

- Build and maintain respectful and genuine partnerships with families and communities
- Maintain respectful relationships with children at all times
- Cultivate responsive and genuine interactions with children

Leadership

- Guide, support and mentor students and volunteers working in the Early Learning Centre
- Contribute to the Centre's Quality Improvement Plan and support the Director with the implementation of strategies to improve practice across the Centre
- Reflect the Centre Philosophy and Centre Vision in their daily practices

Compliance

- Maintain knowledge of the National Quality Framework and comply with all its requirements
- Ensuring compliance with all MLC and ELC policies, procedures and guidelines
- Ensure compliance with the National Laws and Regulations in the Early Childhood Sector
- Comply with the Early Childhood Code of Ethics

Additional

- Assisting in administrative functions where necessary

Complete any additional duties as requested by the Director

Terms of Appointment:

Appointment Period: TBA