

# POSITION DESCRIPTION

Early Childhood Educator



## JOB CLASSIFICATION

Position title:	Early Childhood Educator
Reports to:	Director of Flinders Early Learning Centre
Employment type and tenure:	Permanent, Fixed Term (Full-time and Part-time), Casual
Department / School:	Flinders Early Learning Centre (FELC)
Location:	Ballinger Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2021 Schedule 6F Education and Care Services (Child Care)
Position classification:	Educator/Children's Services Worker - 1 Year Qualified
Last updated:	June 2024

## ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

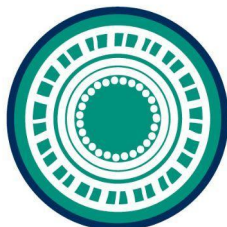
### Our Vision

To Educate for Excellence in Learning and Life.

### Our Values



**Compassion:** We are aware of suffering and are motivated to treat others with kindness, care and understanding.



**Courage:** We act bravely to overcome our fears, accept challenges and learn from our mistakes.



**Integrity:** We act with honesty, moral strength and grace, guided by humility and compassion.



**Respect:** We have a high regard for self and others, and for the wider community, and treat each other accordingly.

# ABOUT THE POSITION

## Position summary

The Early Childhood Educator contributes to the early learning experiences in a play-based learning environment and supports the development of learning programs responsive to children's ideas, strengths and abilities that inspire independent learners.

The key objectives of this position include:

1. **Small Group Inquiry.** With support of the Educator Leader and Lead Teacher, plan, implement and evaluate a small group inquiry program that aligns to the EYLF or QKLG curriculum framework.
2. **Holistic Development.** Create an environment that encourages the physical, emotional, intellectual, social, cultural, and spiritual development of children.
3. **Child Engagement.** Support children's learning and development through investigations and small group inquiry.

## Primary relationships

- Report directly to the Director of the Flinders Early Learning Centre (FELC)
- Work closely with Early Childhood Teachers and other Educators
- Liaise with parents and families and the community

## Main responsibilities

### Contributions to Program Implementation

- In consultation with the Lead Teacher, Educational Leader and Director, plan, implement, reflect and evaluate small group inquiry time.
- Assist with the assessment of children's developmental progress against the learning outcomes, establishing further learning goals
- Support children's learning through investigation and inquiry; and with support from the Lead Teacher and Educational Leader, critically reflect on all aspects of the educational program.
- Engage in professional conversation to share relevant information about the children and their development with the teaching team.
- Monitor and prepare the inside and outside environment, setting up experiences that support children's learning, development and curiosity.
- Organise the preparing and clearing away of classroom resources and supplies.
- Support the morning and afternoon program and transitions for the mixed age group.
- Assist in maintaining the ordered arrangement, appearance, décor, and learning environment of the indoor and outdoor environments, sharing in maintenance duties.

### Interactions with Children

- Interact responsively with the children throughout the day.
- Ensure that children feel content and secure upon their parents' departure and settle into the experiences and rhythms of the day.
- Encourage children to develop a sense of independence and responsibility appropriate to their ability and maturity.
- Treat each child with dignity and respect, considering cultural, socio-economic, and other differences.
- Model appropriate behaviour and language, using active listening with individual children; speak

in a friendly, courteous manner, encouraging children to extend their vocabulary, communication and use of language.

### **Engaging with Parents**

- Develop good rapport with parents, ensuring they feel welcome and are active contributors to the program.
- Consult with the Teacher and/or Director before discussing any issues related to child development or behaviour with parents.
- Respect the confidentiality of all information, maintaining high levels of discretion at all times, both on and off duty. Never discuss a child with another parent.
- Maintain positive communication with parents, acknowledging their arrival and departure through informal greetings.

### **Promoting the Flinders Early Learning Centre**

- Positively promote the Flinders Early Learning Centre (FELC) both internally and externally.
- Contribute positively to the professional workplace culture.
- Act as a lifelong learner, taking personal responsibility to engage in all compulsory and professional development opportunities.

### **Ensuring Compliance**

- Manage risk appropriately and complete risk assessments when required.
- Participate in, and comply with, all relevant workplace health and safety legislation.
- Participate in the National Quality Framework process.

## **ABOUT YOU**

### **Person specification**

#### **Essential qualifications**

- Certificate III in Children's Services or Diploma of Early Childhood Education and Care.
- Demonstrated understanding of the National Quality Framework
- Positive Working with Children Check (QLD Blue Card)
- First Aid and CPR Certificate
- Asthma and Anaphylaxis Certificate

#### **Knowledge, experience and attributes**

- Experience working as an Early Learning Educator in centre-based care for children aged 3 – 6 years, including knowledge and skills in programming/planning, observation cycles, and implementing and reflecting upon the early learning EYLF/ KQLG program.
- Demonstrate an understanding of inquiry learning and educational documentation with demonstrated evidence of this in your day-to-day practice.
- Share a genuine love of teaching young children and display a deep understanding of their developmental needs, growth, and children's rights.
- Possess a rich image of a child and deep listening skills.
- Understand the assessment and rating processes including a working knowledge of the national Quality Standards, National and Queensland regulations.
- Demonstrated knowledge and skills in planning and implementing an early years' program supporting social/emotional skills, creativity, early literacy, numeracy and thinking skills based on inquiry, children's interests, and ideas.

- View the development of the whole child in all areas of learning.
- A love of music, the arts, and the environment.
- Highly effective written and oral communications skills with the ability to build Early Childhood learning communities.
- Proven ability to effectively use technology in learning, preferably within an Apple environment.
- Demonstrated ability to approach tasks in a proactive manner, using initiative and flexibility.

## STATEMENT OF COMMITMENT

### **Safeguarding our Students**

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

### **Workplace Health and Safety**

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

### **Equal Employment Opportunity**

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

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A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



**Matthew Flinders Anglican College**

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*"Surrounded by our past, united by our future." Artwork by David Williams of Gillingmbaa.*