Certificate III Educator

Commencing: Monday 10\textsuperscript{th} October 2016
Position status: Permanent Part Time- 30 hours per week
Application closing date: Friday 17\textsuperscript{th} September 2016

Description

Hunter Valley Grammar Early Learning Centre (ELC) is a 40 place early childhood service for children aged 3-5 years.

The position is permanent part-time, 30 hours per week.

10:00am-4:30pm Monday to Friday which includes a 30 minute unpaid lunch break each day during school term. The position will commence in Term 4, Monday 10\textsuperscript{th} October, 2016

All applicants must hold a current WWCC number and provide this certificate for verification purposes. This position will be to support primary care educators within the preschool, please see the full job description below.

Selection Criteria

- WWCC clearance letter
- Certificate III in early childhood (ACECQA approved course)
- 12 Months experience in early childhood
- Good understanding of Belonging, Being, Becoming: Early Years Learning Framework For Early Childhood;
- Good understanding of the key elements of the Education and Care Services National Regulations and licensing requirements as they apply to preschools;
- Demonstrated ability to work in a team and independently when required;
- Good communication skills (spoken and written), including good interpersonal skills;
- Computer literate
- Current senior First Aid Certificate (or willingness to undertake training)

Please address all of the selection criteria in your resume.

For further information, please contact the Junior School Assistant:
Mrs Robyn Kephart  kephartr@hvgs.nsw.edu.au or 02 4931 0735

Please email all resumes and supporting documentation to: whitel@hvgs.nsw.edu.au

Or mail to: The Director HVGS ELC PO Box 148 East Maitland, NSW 2323
JOB DESCRIPTION: CERTIFICATE III IN CHILDREN’S SERVICES

1. To have a sound understanding of the Early Learning Centre Philosophy.
2. To interact with children in a respectful and developmentally appropriate manner.
3. To respond appropriately to the health and safety needs of children.
4. To maintain staff:child ratios at all times.
5. To ensure that all regulations, national quality standards, service policies and procedures are observed.
7. To maintain confidentiality for families, children and staff at all times— **including within other departments of HVGS**.
8. To have an understanding of the Early Years Learning Framework.
9. To assist where possible with the observation of children under the direction and guidance of the Director.
10. To assist with our services program planning, delivery, implementation and evaluation.
11. To assist children during play to develop skills and dispositions and to extend learning.
12. To set up aesthetically pleasing learning environments for children as guided by the Director.
13. To ensure a safe, healthy and clean indoor and outdoor environment for children.
14. To assist with the cleaning, maintenance and registration of equipment in the Early Learning Centre in order to ensure it is always at the highest standard.
15. To be an active and appropriate communicator with children, parents, staff and our school community.
16. To carry out administrative duties that relate to effective room management, when guided by the Director or the Head of Junior School and to follow administrative processes in place in preschool & HVGS.
17. To fulfil the Early Learning Centre’s responsibilities as requested by the Director.
18. To complete the relevant safety checks as required eg: Premises Check, Daily Safety Checks etc.

19. To attend and contribute ideas during staff meetings.

20. To contribute to the Early Learning Centre’s self-assessment process and the development of the Quality Improvement Plan.

21. To be aware of the Early Learning Centre’s QIP goals for continuous improvement and to align practices with this.

22. To engage in ongoing reflection of practices, such as centre and individual journals.

23. To participate in professional development and reading in line with the individual professional development plan. (Up to 38 hours outside working hours)

24. To maintain up to date Senior First Aid, CPR, asthma and anaphylaxis qualifications.

25. To maintain requirements for Child Protection at all times.

26. To act as an effective team member of the Early Learning Centre and the HVGS Junior School.

27. To carry out any other jobs as negotiated with the Director and Head of Junior School and seen as appropriate by the employee.