POSITION DESCRIPTION
EARLY CHILDHOOD EDUCATOR

1. ROLE PURPOSE
The Early Childhood Educator works with the Early Childhood Teacher in the Schools ‘Three and Four Year Old Program’ at ‘Sophie’s Cottage’.

2. ROLE RESPONSIBILITY
The Early Childhood Educator is responsible to the Principal, through the Early Childhood Teacher, Early Learning Coordinator and Head of the Junior School. The Head of the Junior School oversees the Junior School including both Early Learning Centres. The Principal of Kincoppal-Rose Bay is responsible for the whole School P-12.

3. ROLE ACCOUNTABILITY
The Early Childhood Educator will assist the Early Learning Teacher by:
- Supporting the mission, values and Sacred Heart ethos of the School.
- Having an actively child-centred and culturally competent approach which is reflected in interactions with children, families and staff, giving personal witness to Christian values
- Continuing the practices of the Joigny Centre, including an active participation in how the philosophy of the Centre is practised
- Being aware of and following KRB policies and procedures found in the staff manual and on the KRB portal

4. ROLE DUTIES
The role of the Early Childhood Educator is to:
- provide a high standard of education and care to children 0-5 years following the Goals of Sacred Heart Education and being inspired by the Reggio Emilia philosophy.
- work in a team which provides high quality early childhood education and care to children within Kincoppal-Rose Bay over a 48 week program aiming to achieve excellence in the National Quality Standards.
- fulfil the guidelines set by ACECQA and National regulations.
- work with the Early Childhood Teacher to provide a centre of excellence for young children
- work collaboratively with educational programs, based on and delivered in accordance with the Early Years Learning Frameworks, guided by the National Standards and in accordance with the National Children’s Services Regulations
- ensure children are adequately supervised at all times
- maintain positive and regular contact with parents to facilitate positive relationships
- ensure the service is kept clean and organised in all playspaces (indoors/outdoors)
- interact with and support children, providing them with a secure environment in
which to learn based on their developmental levels and interests

- devise and produce visual aids and teaching resources as required
- assist in keeping each child’s individual progress and records up to date as required by law. This will be done in a variety of ways including Edukite
- take on professional development opportunities as they arise keeping up to date with the latest research and best practice
- attend staff meetings as required
- ensure appropriately qualified staff: child ratio is correct at all times.
- ensure safe work health and safety practices for children and staff and promptly report any concerns
- speak of KRB in a positive and professional manner, and support marketing team as needed
- ensure adequate health and hygiene practices and safe practices
- ensure all sign in/out forms for children and staff are correctly completed daily
- ensure that medication is administered according to policy
- ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children

5. **SELECTION CRITERIA**

The Early Childhood Educator must have the following:

- Diploma of Cert III Qualified Education (min Diploma in Children’s Services)
- A current Working With Children (WWC) number
- Certified Supervisor Certificate (or willingness to apply for one)
- Prior experience working with 3 and 4 year olds
- Current First Aid Certificate

Additionally it would be an advantage for the Early Childhood Educator to have:

- Experience working with the Reggio Emilia philosophy
- Experience working with the assessment and rating system
- Food Handling Certificate

6. **APPRAISAL/REVIEW**

The appointee to this position will be required to undergo a yearly Professional Review with the Head of the Junior School.

7. **SALARY**

The remuneration for this position will be according to The Independent Schools NSW (Support & Operational Staff) Multi-Enterprise Agreement 2015 – 2017.