

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Early Learning Centre Teacher

Position Number	001415
Classification	Under the ACT Catholic Education Early Learning Centre and School Age Care Centre Enterprise Agreement 2021
Reports To	Early Learning Centre (ELC) Director
Location	Mother Teresa Early Learning Centre, Harrison ACT

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	The Early Childhood Teacher strives for excellence in teaching and learning, builds positive relationships and partnerships and facilitates an environment where children feel safe and develop a sense of identity.
Position Duties	<ul style="list-style-type: none"> • Develop, plan, implement and evaluate a high-quality preschool program guided by the Early Years Learning Framework in collaboration with other educators. These may include the Director, Educational Leader or an Early Childhood teacher and assistant. • Implement the Religious Education program through prayer and exploration of scripture through story and play. • Provide programs, which enable the Preschool to meet the requirements of the Early Learning Centre policies and procedures, and the National Quality Standards. • Critically review and evaluate programs and services provided on a regular basis to ensure they are responsive to stakeholders' needs. • Show care, respect and a commitment to confidentiality in all interactions with children, staff and families. • Encourage parents to become involved in the general operation and decision-making processes of the preschool. • Provide information for families about the preschool program through discussions and regular reports. • Assess the developmental needs of children, including the need for referral to specialist services, and to provide information and advice for families.

	<ul style="list-style-type: none"> • Participate in liaison and support between the Centre and the Primary School, including staff meetings. • Adhere to mandatory reporting and child protection legislative requirements. • Have a commitment to improvement; personally, professionally and with regards to the Centre • Provide programs that are compliant with CECG policy and procedure, the National Quality Framework including National Law and Regulations and the National Quality Standards. • Communicate with families about the preschool program through formal and informal discussions and regular written reports. • Participate in professional learning, staff appraisal and coaching and mentoring programs through whole school, ELC team and staff meetings.
Selection Criteria	<ol style="list-style-type: none"> 1. Excellent pedagogical skills to deliver play-based preschool program that is inclusive, based on recorded observations, analysis of learning and the developmental needs of children. 2. Demonstrated knowledge of contemporary Early Childhood theory and practice. 3. Demonstrated ability to document, monitor and assess child learning and use this data to inform educational programs and practices. 4. Demonstrated commitment and skill in providing inclusive and inviting learning environments for children. 5. Excellent interpersonal, verbal and written communication skills including the capacity to establish and maintain collaborative relationships with colleagues, families and the broader community, to focus on children’s learning, wellbeing and engagement. 6. Thorough knowledge of the National Quality Standards, Quality Improvement Plans and the Early Years Learning Framework and how they influence the learning and teaching program. 7. Demonstrated commitment to ongoing professional development to continually improve teaching practice and learning outcomes. 8. Knowledge of legal, employment and child protection policies.
Qualifications	<ul style="list-style-type: none"> • Bachelor of Education (Early Childhood) or Australian Children’s Education and Care Quality Authority (ACECQA) approved qualifications. • Working with Vulnerable People (WWVP) registration. • Teaching Quality Institute (TQI) registration. • Certificates in First Aid (HLTAID004) & Asthma and Anaphylaxis.

Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none">• Working with Vulnerable People Check (WwVP)• Teaching Quality Institute (TQI)	<ul style="list-style-type: none">• Working with Children Check (WwCC)• NSW Education Standards Authority (NESA)

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).