

POSITION DESCRIPTION

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

Early Learning Centre Educator

Position Number	001289
Classification	ELC Educator Level 1 or 2, under the ACT Catholic Education Early Learning Centre and School Age Care Centre Enterprise Agreement 2021
Reports To	ELC Director
Location	St Thomas Aquinas Early Learning Centre, Charnwood 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 Educator supports the Early Childhood Teacher and Early Learning Centre Director to deliver teaching and learning, build and nurture relationships and partnerships and ensure children feel safe and develop a strong sense of identity.
Position Duties	<ul style="list-style-type: none"> • Contribute to the planning, implementing and evaluating a high-quality preschool program guided by the Early Years Learning Framework in collaboration with the classroom teacher. • Contribute to daily routines, in open communication with the classroom teacher and other team members. • Collect observational data for individual children and/or groups of children for programming and planning purposes • Collaborate with members of the ELC team to deliver the preschool programs. • Adhere to safe practices, policies and procedures. • Be attentive to children and provide an appropriate level of comfort. • Work in accordance with the licensing requirements of the ACT Children's Services meeting Education and Care Services National Regulations and National Quality Standard • Participate in ongoing staff professional development and appraisal programs. • Participate in ELC staff meetings and contribute to the development of the centre's Quality Improvement plan.

Essential Criteria	<ol style="list-style-type: none"> 1. Ability to provide high quality care to preschool children and support children in the classroom. 2. Ability to work collaboratively and inclusively in a team environment. 3. Commitment to developing positive relationships with families. 4. Ability to maintain confidentiality with staff, families and children. 5. Commitment to self-development and improvement within the field of Early Childhood education. 6. Ability to work with different multimedia platforms.
Qualifications	<ul style="list-style-type: none"> • Working with Vulnerable People (WWVP) registration. • Certificates in First Aid (HLTAID004) & Asthma and Anaphylaxis. • Australian Children’s Education and Care Quality Authority (ACECQA) approved qualifications: <ul style="list-style-type: none"> ○ Certificate III in Early Childhood Education and Care; or ○ Certificate III in Education Support (birth to 12); or ○ Certificate III in Children’s Services; or ○ Diploma in Early Childhood Education and Care; or ○ Diploma in Children’s Services.

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.](#)