



# POSITION DESCRIPTION

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

## Early Childhood Teacher – Pre Preschool Class

Position Level	ELC & SACC (Averaged – 40 weeks per year) (Including ELC Teacher)
Salary Range (Full-time)	\$71,428 - \$119,707 (based on skills and experience) <i>(paid pro-rata for part-time)</i>
Reports To	ELC Director
Location	Nicholls Early Learning Centre – Nicholls ACT
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	TBA
Hours Per Fortnight	46.5

### Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	An exciting and rewarding opportunity exists to support the implementation of the mission of Catholic education and to provide high quality service and programs for children that are attending a pre preschool class at the Holy Spirit Early Learning Centre. The Early Childhood Teacher works as a part of a team striving for excellence in teaching and learning, where relationships and partnerships are nurtured and respected, where children feel safe and develop a strong sense of identity.
Position Duties	<b>Main Accountabilities:</b> <ul style="list-style-type: none"><li>• Plan, implement and evaluate a high quality preschool program guided by the Early Years Learning Framework and in collaboration with the Director, Educational Leader and co-educators.</li><li>• Ensure individual records are maintained on each child and that these form a basis of programming for group and individual needs.</li><li>• Ensure the health and safety of all the children while at the Centre.</li><li>• Communicate with parents formally and informally any aspect of the education and progress of their children and refer and liaise with relevant agencies or therapists as required.</li><li>• Work in accordance with the licensing requirements of the ACT Children's Services meeting Education and Care Services National Regulations.</li><li>• Understand and work according to the Centre's policies and procedures.</li></ul>

	<ul style="list-style-type: none"> <li>• Participate in ongoing staff professional development and appraisal programs.</li> <li>• Attend and participate in school and ELC staff meetings.</li> <li>• Supervise teaching assistants, student teachers, volunteer and casual staff and delegate appropriate duties.</li> </ul>
Skills, Attributes and Experience	<p><b>Applicants will be assessed on demonstrated evidence of:</b></p> <ol style="list-style-type: none"> <li>1. A willingness to support the ethos and mission of Catholic education.</li> <li>2. Proven teaching experience with young children.</li> <li>3. The capacity to develop a differentiated pre preschool program, which is influenced and shaped by the Early Years Learning Framework, especially in meeting the specific learning needs of all children.</li> <li>4. Experience in assessing and responding to the developmental needs of children.</li> <li>5. Proven and effective conflict resolution, student management and parent communication skills.</li> <li>6. An ability to create and provide a challenging and nurturing environment that values the roles of parents, encourages a love of learning, and celebrates the uniqueness and worth of each child.</li> <li>7. A commitment to cooperative teamwork and professional engagement with all ELC staff. Engage in regular self-directed professional learning.</li> <li>8. An understanding of the implications of legal, employment and child protection policies.</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>• Must hold a relevant Working with Children registration and Teaching Accreditation.</li> <li>• Must have completed relevant degree, Bachelor of Education (Early Childhood).</li> <li>• Certificates in Senior First Aid, Asthma and Anaphylaxis – desirable.</li> </ul>

## Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

## Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

## Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)

## Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).