



POSITION DESCRIPTION

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

Early Childhood Teacher

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| 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 | Full-Time |
| Employment Status | Temporary (Maternity Leave Position) |
| Employment Term | Commencing January 2022 |
| Hours Per Fortnight | 76 |

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.

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| 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 in the year before formal school 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 | Main Accountabilities: <ul style="list-style-type: none">• 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.• Plan, implement and evaluate Religious Education program including meditation, play based storytelling and whole School focus program.• Ensure individual records are maintained on each child and that these form a basis of programming for group and individual needs.• Ensure the health and safety of all the children while at the Centre.• 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. |

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| | <ul style="list-style-type: none"> • Work in accordance with the licensing requirements of the ACT Children's Services meeting Education and Care Services National Regulations. • Understand and work according to the Centre's policies and procedures. • Participate in ongoing staff professional development and appraisal programs. • Attend and participate in school and ELC staff meetings. • Supervise teaching assistants, student teachers, volunteer and casual staff and delegate appropriate duties. |
| Skills, Attributes and Experience | <p>Applicants will be assessed on demonstrated evidence of:</p> <ol style="list-style-type: none"> 1. A willingness to support the ethos and mission of Catholic education. 2. The ability to provide high quality care for all children at the Centre. 3. Active participation as a team member and a commitment to an inclusive working environment. 4. A strong commitment to developing positive relationships with parents and carers. 5. A well-developed sense of responsibility, self-motivation and strong organisational skills. 6. A commitment to confidentiality in all interactions with staff, families and children. 7. A commitment to individual development and improvement within the field of Early Childhood Education. |
| Qualifications | <ul style="list-style-type: none"> • Must hold a relevant Working with Children registration and Teaching Accreditation. • Must have completed relevant degree, Bachelor of Education (Early Childhood). • Certificates in Senior First Aid, Asthma and Anaphylaxis – desirable. |

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

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).