



# POSITION DESCRIPTION

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

## Before School & Preschool Educator

Position Level	ELC & SACC (Averaged – 40 wks per yr) (Incl ELC Teacher)
Salary Range	\$54,723 to \$62,014 (based on skills and experience)
Reports To	ELC Director
Location	Holy Spirit Early Learning Centre – Nicholls ACT
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	Commencing 20 July to 18 December 2020
Hours Per Fortnight	75

## 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. At CE, our people are the engine that drives our system forward.

## Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	We are seeking a Before School Care & Preschool Educator to join our inclusive and welcoming community. The successful applicant will develop, implement and evaluate daily routines, communicating openly with the team.
Position Duties	<b>Main Accountabilities:</b> <ul style="list-style-type: none"><li>• Develop, plan, implement and evaluate a high quality educational program in line with the Early Years Learning Framework, in conjunction with other Educators, these may include the Director, Educational Leader or an Early Childhood teacher.</li><li>• Develop, implement and evaluate daily routines, in open communication with other team members.</li><li>• Ensure the health and safety of the children at the Centre, through modelling good practise and ongoing training where required. Engage and communicate with children in a positive manner, giving each child individual attention and appropriate comfort as required.</li><li>• Work in accordance with the National Quality Standards.</li><li>• Understand, contribute to, and work according to the Centre's policies and procedures.</li><li>• Liaise, in a positive manner, with all parents.</li></ul>

	<ul style="list-style-type: none"> <li>• Be responsible for collecting observational data for individual children or groups of children for program planning purposes.</li> <li>• Ensure that documentation is maintained, in accordance with the National Quality Standards.</li> <li>• Undertake work with individual children with particular needs, as appropriate.</li> <li>• Participate in staff meetings and the staff appraisal programs.</li> <li>• Work cooperatively and respectfully with all members of the ELC team and the wider school community.</li> </ul>
Skills, Attributes and Experience	<p><b>Applicants will be assessed on demonstrated evidence of the criteria:</b></p> <ol style="list-style-type: none"> <li>1. The ability to provide high quality care for all children at the Centre.</li> <li>2. Up to date certificates in Senior First Aid and Asthma and Anaphylaxis.</li> <li>3. Active participation as a team member and a commitment to an inclusive working environment.</li> <li>4. A strong commitment to developing positive relationships with parents and carers.</li> <li>5. A well-developed sense of responsibility and self-motivation.</li> <li>6. Strong organisational skills.</li> <li>7. A commitment to confidentiality in all interactions with staff, families and children.</li> <li>8. A commitment to individual development and improvement within the field of Early Childhood education.</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>• A Diploma in Children's Services.</li> <li>• A Working with Vulnerable People card.</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 5133 5563 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)