

## POSITION DESCRIPTION

## LEAD EDUCATOR - FRIENDS' EARLY LEARNING




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POSITION HOLDER:	Vacant
SECTION:	Friends' Early Learning
POSITION REPORTS TO:	Deputy Head of School, Early Learning - Year 1
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Classification to be determined based on qualifications The Friends' School (General, Early Learning & Fitness) Enterprise Agreement 2021 Early Learning Classification
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed-term, Full-time
HOURS PER WEEK:	38 hour week (on an RDO roster)

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## PURPOSE

To lead and support a team of educators to provide a welcoming, friendly, safe, engaging and positive learning environment. To implement and evaluate educational programs for children that encourage them to explore and learn.

## PRIMARY DUTIES

- To be responsible for promoting a child safe environment within your area of supervision and the School. To champion this important priority and provide leadership through up to date child safe guarding training for yourself and your team annually and ensure that the Child Safeguarding and Mandatory Reporting Policies are followed. Ensure an environment where children, parents and staff feel comfortable raising concerns in their area of supervision.
- Lead a team of educators to design and deliver an educational program that meets the needs of the children in your care and aligned to the purpose and concerns of The Friends' School.
- Oversee the planning, implementation and evaluation of the program, including the assessment and documentation of each child's progress against specific and differentiated learning outcomes, and communicate this progress regularly to parents.
- Form genuine, caring and professional relationships with the children in our care and their families.
- Appropriately supervise the children in our care and actively support colleagues throughout the centre to do the same.

- Demonstrate effective use of appropriate and supportive behaviour guidance, strategies and skills
- As a mandatory reporter, immediately report any concerns regarding possible child safeguarding risks, child abuse or neglect to the Nominated Supervisor.
- Provide health and safety, room cleanliness and maintenance.
- Maintain current knowledge of the health, hygiene and nutritional needs of children.
- Be aware of any additional need requirements of the children in your care, including wellbeing, health, diet and allergy requirements.
- Be supportive of, and actively embrace, a culture of reflective practice, constant improvement and change.
- Actively contribute to and implement the Friends' Early Learning Quality Improvement Plan and undertake any tasks and responsibilities required by the QIP as directed by the Educational Leader of Friends' Early Learning and/or Deputy Head of School, Early Learning – Year 1.
- Support your colleagues in all areas relating to the running of your room and the centre.
- As part of a team, enthusiastically implement all areas of the education and care program using developmentally responsive, play based pedagogies.
- Recognise the specific and holistic needs of each child's care, grounded in respectful relationships between children and educators.
- Adopt a proactive approach to dealing with whole centre management issues, including the modeling of appropriate behaviour guidance skills, offering assistance and support to colleagues and ensuring resources and equipment are well maintained and used appropriately.
- Contribute to the ongoing development of a professional and supportive centre culture. This entails attendance at meetings and active participation in professional learning opportunities.
- Work safely within the centre and exercising personal safety.

DELEGATIONS

- Nil  
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

KEY RELATIONSHIPS

- Head of School, Early Learning - Year 6
- Deputy Head of School, Early Learning - Year 1
- Deputy Head of School, Years 2 - 6 / OSHC
- Educational Leader, Friends' Early Learning
- Children and parents at Friends' Early Learning
- All Early Learning and Primary Years' staff

SELECTION CRITERIA

1. Be able to work safely in an early learning environment and be fit to undertake the inherent requirements of the position.
2. Have a strong knowledge of the National Quality Framework which includes:
  - National Law and National Regulations.
  - National Quality Standard.
  - Assessment and Quality Rating Process.
  - National Learning Frameworks: Belonging, Being and Becoming, The Early Years Learning Framework for Australia and / or My Time, Our Place – Framework for School Age Care in Australia.
3. Be able to take responsibility for documenting children's learning and development, as well as engage in collaborative analysis of documentation to inform the design and implementation of a developmentally responsive program.
4. Be able to work as part of a team with the direction of Lead Educators, Educational Leaders and Inclusion Support Advisors.
5. Be able to assist with health and safety of children and staff and partake in essential routines regarding cleanliness and maintenance of the learning environments and resources.
6. Clearly demonstrate effective use of appropriate and supportive behaviour guidance skills and be able to undertake and implement the requirements of The National Quality Framework.
7. Be a good communicator, relating respectfully to parents, children and colleagues and be supportive of and actively embrace, a culture of constant professional growth and improvement.
8. Show strong support for the Purpose and Concerns statement and ethos of The Friends' School.

ESSENTIAL QUALIFICATIONS

Hold a current:

- ACECQA recognised Early Childhood qualification such as: Certificate Level 3 Education and Care qualification, or preferably either a Diploma of Children's Services (Early Childhood Education and Care), Bachelor of Early Childhood Education or Graduate Certificate in Early Childhood.
- ACECQA approved First Aid qualification.
- ACECQA approved CPR qualification.
- ACECQA approved Child Protection Certificate (current Tasmanian Registration to Work with Vulnerable People (employment category))
- Satisfactory National Police Check (may be obtained upon offer of appointment)

CONFIDENTIALITY

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

**Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

**Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description:

Name: ..... Date: .....

Signature: .....