
POSITION DESCRIPTION



Roles:	Early Childhood Educator with Acting Educational Leader (two terms)
Capacity:	Full Time Permanent (Acting Educational Leader Role will be temporary for two terms – parental leave replacement)
Location:	Mater Dei 229 Macquarie Grove Road Camden 2570
Responsible to:	Director of Mater Dei Early Childhood Education Program

This position will be employed in the Mater Dei Early Education Program which includes but is not limited to the Preschool and Play to Learn Groups.

The role will be required:

- To provide high quality, developmentally appropriate early childhood education to children from birth through to School age within a warm, welcoming, inclusive and safe environment;
- To deliver individual person-centred and family-focused programs for all children including children with profound, severe, moderate, mild Global Development Delay with and/or a diagnosed disability where all children, their parents and carers are welcomed with respect and dignity;
- To provide an accessible and welcoming early childhood education program for all children including children who are:
 - Aboriginal and/or Torres Strait Islander
 - from culturally and linguistically diverse communities
 - from all religious and non-religious beliefs
 - from all socio-economic environments
 - from all family and/or carer cohorts and combinations;
- To facilitate each child's Transition To School (TTS) Report;
- To establish and promote mutually beneficial partnerships with Allied Health teams, colleagues in other early childhood education services and local Schools based on sound, effective oral and written communication skills;

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- To facilitate children's Individual Learning Plans (ILP) to collaboratively determine their short-term goals and medium- and long-term outcomes;
 - To provide innovative high quality evidence-based early childhood education programs;
 - To develop and implement weekly programs that are based on and reflect each child's stage of development, preferred style of learning, abilities and additional needs;
 - To collaborate with a respectful, mutually supportive team of educators who listen, respond and communicate effectively, courteously and successfully with each other;
 - To recognise risks and non-compliance that may become apparent and to address these issues competently, professionally and effectively;
 - To facilitate assessment, evaluation and critical reflection as an integral aspect of our Quality Improvement Plan (QIP);
 - To participate in ongoing individual and group professional development;

Accountability

- To display a sound understanding of and to work in accordance with:
 - the Education and Care Services National Law (National Law)
 - the Education and Care Services National Regulations (National Regulations)
 - the National Quality Framework (NQF)
 - the National Quality Standards (NQS)
 - Belonging, Being and Becoming: The Early Years Learning Framework for Australia (EYLF)
 - Child Safe Standards
 - Child Protection legislation
 - Workplace Health and Safety legislation
 - NSW Department of Education relevant Start Strong funding;
 - Mater Dei Early Childhood Education Statement of Philosophy
 - Mater Dei Early Childhood Education Policies and Procedures

**This position description may vary from time to time
to accommodate the emerging needs of the organisation.**