



Position Description

Early Learning Centre

Educator

(Grade 3A)



Welcome to our School

Welcome to Haileybury Rendall School where every student matters every day and where our vision is to be the best school in Northern Australia. Our School is closely affiliated with Haileybury Melbourne which delivers high quality education programs across its four campuses in Melbourne and one in Tianjin, China. Haileybury Rendall School also stands proudly as a leading independent co-educational Tier One School in Darwin, Northern Territory.

Developing and maintaining a strong academic culture is a top priority and this goes hand in hand with a holistic education that supports the wellbeing of all students. Our teaching framework includes the highly successful Explicit Teaching Model in the primary years and the Victorian Certificate of Education (VCE) in the senior years, both of which help drive outstanding results. The strong ties between Haileybury Melbourne and Haileybury Rendall School also provide numerous opportunities for our community to take part in a broad and exciting range of activities.

We also live the mantra that every team member matters every day and firmly believe that our staff are our greatest asset. High expectations are maintained in all that we do.

Discover more about Haileybury Rendall School at www.haileyburyrendall.com.au

Working with us

At Haileybury Rendall School we believe in the potential of every child to achieve and contribute.

Our staff are of great value to us and whether they will be guiding our young learners or helping to keep the school operating efficiently as a member of our non-academic professional staff team.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the cultural diversity of all our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background. We are also proudly recognised as a Centre for Excellence in Indigenous Education.

Our vision and mission

As part of the Haileybury system of schools, we aim to be recognised as a great world school but, more locally, to be recognised as the best school in Northern Australia.

This leads to our mission to develop high-achieving students who are connected globally, to each other and to the communities in which they live and which they will serve. A Haileybury Rendall School education will focus on the complete development of the student and will be characterised by a commitment to academic excellence, student wellbeing, social justice, cultural competence, broad extra-curricular offerings, and an international outlook.



Position details

Position title	Early Learning Centre Educator (ELC educator)
Reports to	Head of Early Learning Centre
Employment status	Fulltime/Part time
Salary range	HRS EA Childcare Services Grade 3A (Level 4.1 – 4.3)

Responsibilities

The objectives of the position are as follows:

- Assisting in the implementation of, educational program, based on the Early Years Learning Framework and the Northern Territory Preschool Curriculum for the children at Haileybury Rendall School ELC, in consultation with the Head of ELC, Educational Leader, Management and the parents of children attending Haileybury Rendall ELC.
- Always Operate in a professional manner and ensure that the service meets the requirements of the Department of Education and Training (DET) *Education and Care Services National Law Act 2010*; *Education and Care Services National Regulations 2011* and functions in line with approved policies, procedures, and the Quality Improvement Plan of Haileybury Rendall ELC.

Organisational relationships

The Early Learning Centre Educator is accountable to, reports to and takes direction from the Lead Educator, Head of the ELC, and the Principal.

General responsibilities and duties

- Assist in the implementation of the children's program in conjunction with other team members.
- Act in accordance with the authority delegated by the Head of ELC in dealing with situations of an urgent nature requiring immediate action, ensuring compliance with the *Act* and the *Regulations*.
- Operate within the requirements of the Centre's policies and procedures, as well as funding and regulatory requirements.
- Attend staff meetings to facilitate effective communication, internal staff development and discussion on management and programming for the service.
- Be actively involved in the implementation of the Quality Improvement Plan of the service.
- Respect the confidentiality of information relating to parents and children and comply with the Centre's privacy policy.
- Other duties as directed by the Head of ELC or Lead Educators.
- Share tasks of preparation, packing, hygiene, and safety related to the program, with other staff.
- Work cooperatively with the Management and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.
- Participate in an annual performance development review process.
- Keep abreast of current issues relating to the provision of children's services and liaise with relevant early childhood services and other professional services and organisations within the community.
- Comply with the professional development requirements of Haileybury Rendall School.



- Adhere to all service WHS safety procedures.
- Actively seek community connections with external providers and agencies

Specific Responsibilities

- In relation to the children and families:
- Assist with the recording of and maintaining specific objectives for individual children based on regular written observations across all aspects of the child's development and share this information with parents as appropriate.
- Provide a healthy, safe, and welcoming environment for all, and ensure that children are always supervised.
- Discuss with relevant service staff, such as the educator and lunch program staff, the educational program, needs of families and children attending the service so that they can carry out their duties effectively.

Accountability and extent of authority

- The ELC Educator is directly accountable to the Head of ELC and Lead Educators when applicable.
- The ELC educator has the authority to take such action as is necessary to ensure that the health and safety of children and their families are maintained within the service and on approved activities outside the service.

Key selection criteria

Essential

- Have a sound understanding and knowledge of early childhood development and education.
- Have a working knowledge of the EYLF and the NQS.
- Have a sound understanding and knowledge of legislation governing the operation of Children's Services.
- Ability to assist with and develop, document, and implement a high quality, developmentally appropriate education program for 2 – 5-year-old children in consultation with relevant stakeholders.
- The ability to plan, work and manage time effectively with minimal supervision.
- Has the skills, attributes, and willingness to take on delegated, responsible person role.
- Has the ability to take on leadership roles when required.

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background.
- Experience working with children of varying abilities and special needs.

Personal qualities

- Excellent interpersonal skills and an ability to communicate effectively with Management, parents, other staff, and professionals.
- Sound knowledge and experience in the Early Childhood / Education setting.



- Ability to work in a cooperative, flexible, and professional manner with children, parents, staff and management.
- Well-developed leadership and self-motivation skills.
- Ability to ensure confidentiality of information.
- Someone who enjoys working with children, families, and educators
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team.

Specific qualifications

- Must have minimum of Diploma in Early Education and Care (or equivalent qualifications approved by ACECQA.)
- Current WWCC / Ochre Card – (Working With Children Clearance, NT)
- Recent National Police Check (dated within the last 12 months)
- A current approved first aid qualification, approved anaphylaxis management training and approved emergency asthma management training, in accordance with the *Education and Care Services National Regulations 2011* and service policies. (or willingness to obtain)

Inherent qualities

Cognitive Demands:

Interaction with families and colleagues to ensure consultation in planning the program, and interaction with children and colleagues while delivering and evaluating the program.

- High level responsibility to ensure all areas are adequately and safely set-up for the children.
- High level decision-making to choose appropriate activities and areas to set-up in preparation for delivering the daily program.
- High level attention and concentration to always ensure children's safety and appropriate engagement.
- High level of interaction with children and other co-educators and supervisors to ensure the program is operating as planned.
- High level responsibility to ensure that all reporting is completed, and that documentation and information is current and that all information from parents regarding allergies or medications is up to date.
- High level interaction with others to share observations of the children and communicate with colleagues if documentation or information requires updating or reviewing.

Physical Demands:

- Ability to stand for long periods of time, move freely amongst a class of students and able to work at a computer.
- Ability to lift/carry up to 10 kgs for short distances.
- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck.
- Working from floor level, seated, kneeling, crouching, and squatting.



- Walking varied distances.
- Reaching forward and overhead.
- Sustained periods of looking down and periods of sitting.
- Hand coordination and fine-motor skills.

Environmental Demands:

- Ability to work in environments of variable noise levels, temperatures, and weather conditions
- Ability to assess the need for use of Personal Protective Equipment (PPE) for activities and wear as appropriate.

General information

- The successful candidate will be expected to support the vision and ethos of the School
- Staff must ensure that all decisions pertaining to their role are made in line with current legislations and Haileybury Rendall School Policies and Procedures and ELC specific policies and procedures
- Early learning Educators at times may be required to be involved in the School's events and marketing and work or attend PD or staff meetings on occasional evenings and weekends as required.
- Haileybury Rendall School promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.

Commitment to Child Safety

- Haileybury Rendall School is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.
- Haileybury Rendall School's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.
- Haileybury Rendall School's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police, and reference checks to ensure that we are recruiting the right people.
- Haileybury Rendall School has zero tolerance for child abuse in any form.

Further information

Further information about this position is available from the Head of ELC, Mrs Michelle Shaw.

(08) 8922 1611