

Position title:	Educational Leader
Main purpose of the role:	Care for students through a quality Christian education that inspires them to flourish, to love God, and to love others as themselves.
Responsible to:	ELC Director

CARING FOR OUR CHILDREN

- Commitment to College mission - to care for students through a quality Christian education that inspires them to flourish, to love God and to love others as themselves.
- Act as a positive role model.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same. No staff member should be performing another task (eg. nappy changes, serving meals) whilst supervising the children, unless Centre operational needs require it. Active supervision must still be possible at all times.
- Be a passionate educator and strive to meet all necessary policies and procedures and ensure our Centre philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by the Department of Education and the National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and Queensland Kindergarten Learning Guideline, and utilise it to inspire independent learners.
- You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately <https://www.csyw.qld.gov.au/child-family/protecting-children/about-child-protection/mandatory-reporting>

CARING FOR OUR FAMILIES

- Be courteous and helpful to the families in the Centre.
- Look for opportunities within the Centre where a family may become involved, eg. multicultural events, craft activities, fundraising, etc.
- Respect the confidentiality of all information about a child; any concerns should first be discussed with the Director.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the Xplor posts, and assist Educators as necessary, ensuring that this valuable communication tool is being fully utilised as a means of reporting to families.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to relevant colleagues for verification and ensure that it can only be administered by a staff member with a

current senior first aid certificate and must be witnessed by another staff member. All relevant record-keeping must be maintained.

- To attend parent/guardian meetings as requested by the Center Director or parents/guardians.
- To share information with the family relating to their child and the daily activities of the Centre.
- To act as a resource person for families.
- To encourage families to participate in Centre decision-making and experiences.
- To attend regular staff meetings and devotions.

WORKING TOGETHER WITHIN A TEAM

- Oversee the room's routine and the Centre's procedures.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Director and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Work as a team, sharing room responsibilities.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the Centre's annual staff appraisals and staff reflection activities.
- Participate in the Centre's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Centre. Every staff member is unique and has God-given talents to offer – aim to tap into this wealth of knowledge and incorporate ideas in your own experiences.
- Be familiar with the Dispute Resolution Policy (included in the Policy Folder) and aim to discuss any concerns or incidents to the Director for further support.
- Oversee and guide staff in observing and planning for individual children and the total learning environment.
- Oversee and collaborate with staff to ensure that the program is continually improving.
- Oversee that each room is aesthetically supporting family involvement and representing each child and their needs and interests.

PROGRAM DEVELOPMENT

- Develop the planning, implementation and evaluation of the program (in consultation with colleagues, and the Director if needed).
- Provide guidance as required to ensure a play-based curriculum is being provided throughout the Centre.
- Oversee and maintain the developmental records of each child in the Centre.
- Know and implement the Early Years Learning Framework in your program and records, including Outcomes, Practices, and Principles.

- Oversee the implementation of the program in the indoor and outdoor environment, promoting commitment to continual improvement to the quality of care and experience each child and family receives.
- Organise any resource materials, interest areas, and general preparation for the room.
- Ensure that the program is regularly evaluated, monitored and rotated to provide for an interesting and challenging environment (consulting with colleagues to provide variety and input from various perspectives).
- Participate in 10 hours of Professional Development per year. (eg. inservices, workshops, webinars, and professional readings).

PARKLANDS LITTLE LEARNERS CENTRE

- Maintain a sound and current understanding of the National Quality Standard.
- Maintain a working knowledge of the Early Years Learning Framework, and awareness of the Queensland Kindergarten Learning Guideline.
- Maintain awareness of current issues in early childhood education and care.
- Demonstrate an ability to work in partnerships with families.
- Demonstrate a professional level of written and verbal communication skills.
- Maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Maintain and demonstrate an extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Provide ongoing support and assistance as required to the Director in areas of administration, program development, parent and community networking, staff professional development and training, and other areas as requested.
- Assist the Director in maintaining the Quality Improvement Planning routine.
- Inform the Director of any issue arising that may compromise the children's health, safety, or well-being, or the efficient operation of the Service.
- Any other duties, within the scope of the position, as specified by the Director
- Oversee programming promoting commitment to continual improvement to the quality of care provided within each room.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Assist in providing an environment that is safe, interesting, and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.).

Qualifications

- Degree in Early Childhood from a recognised University, or Diploma of Early Childhood Education and Care (or previous equivalent) [3 years' experience]
- Current Senior First Aid certificate
- Approved anaphylaxis and emergency asthma management training
- Current Cardiopulmonary Resuscitation Certificate
- Acceptance from Working with Children Check

Key result areas:

In partnership with colleagues and through the support of the College, the teacher is required to:

1. (*Mission/Ethos*) Have an understanding of, commitment to, and support for the values and beliefs of Parklands Christian College and the mission of the body of Christ.
2. (*Professional Practice*) Demonstrate, develop and maintain both effective practices in learning and teaching and positive relationships with students and colleagues.
3. (*Professional Engagement*) Foster and develop appropriate professional relationships with parents, carers and the wider school community.
4. (*Professional Learning*) Commit to maintaining currency of professional knowledge and skills, and participate in the school renewal processes.

Statement of responsibility:

The work of a Parklands Staff Member will be consistent with the College's mission statement; CLEAR values and pedagogy; Code of Conduct for employees; and published policies, procedures and practices.

A Parklands Staff Member uses appropriate knowledge and skills to ensure that students receive a quality education consistent with the Christian faith, achieved through effective planning, organisation and review.

Scope of the position:

Mission/Ethos

A Parklands Staff Member has an understanding of and commits to supporting the mission and ethos of Christian education within the school by:

- Actively supporting the faith life of the school
- Ensuring that the teachings, values and practices of the Christian faith form a foundation for learning, teaching and caring for others
- Establishing positive relationships including engagement in the pastoral care of students and supporting their spiritual and moral development.

Professional Practice

A Parklands Staff Member demonstrates effective pedagogical practices and supports the development and maintenance of positive relationships with students and colleagues by:

- Creating a nurturing and ordered learning environment which is learner centred, supportive, cooperative and aligned with relevant curriculum policies, documents and practices.
- Collaboratively developing and implementing quality curriculum programs and appropriate pedagogy; evaluating their effectiveness; assessing and reporting

student progress and learning outcomes; and reporting these to students, parents and the community.

- Implementing effective, adaptive, inclusive and equitable practices and teaching strategies.
- Proactively and collaboratively engaging in professional renewal practices to enhance student outcomes.
- Working collaboratively with the leadership team, teachers and other staff members in contributing to the professional life of the school
- Providing effective supervision of students and contribute to the health and safety of the workplace.

Professional Engagement

A Parklands Staff Member fosters and develops appropriate professional relationships with parents, carers and the wider school community by:

- Valuing and supporting the distinctive role of parents and carers as partners in the learning and teaching process.
- Encouraging and supporting the involvement of the school and students in the life of the church.
- Engaging the wider community, where appropriate, in learning and teaching programs
- Supporting, as appropriate, the involvement of the school in special events and celebrations.

Professional Learning

A Parklands Staff Member commits to maintaining currency of professional knowledge and skills and participating in the school renewal processes by:

- Evaluating learning and teaching practices using appropriate pedagogical frameworks
- Maintaining and demonstrating knowledge of relevant contemporary pedagogy
- Maintaining a high level of academic knowledge relevant to their teaching areas
- Regularly engaging in collaborative processes through which they share knowledge of key learning areas, subjects and pedagogical approaches with colleagues.

Professional Responsibilities - Annual Checklist

The annual checklist below is a list of professional responsibilities for every Team Member. This list is not exhaustive, and should prove useful as a guide for professional practice, and for reflection.

1. Reflective Practices for Improvement

- Regular check-ins with Team leader

Professional Conversations

- Half Yearly Conversations
- Annual Self Review

Professional Development

- 10 hours CPD per annum
- Staff Meetings
- Master Classes (optional)

2. Special Events & Community

- Fete (optional)
- Carols (optional)
- Awards Evenings (optional)
- Devotions
- Other

