

# Early Learning Centre Educator Certificate III



LORETO  
COLLEGE

[www.loreto.sa.edu.au](http://www.loreto.sa.edu.au)

<b>Role</b>	<b>Early Childhood Educator (Certificate III)</b>
<b>Employment Status</b>	Temporary full-time – 37.5 hours per week
<b>Employment Period</b>	12 January 2023 – 19 January 2024
<b>Classification</b>	Education Support Officer Early Childhood Education Grade 2 Year 1
<b>Responsible to</b>	Head of Junior School and ELC

## About Loreto

The Mission Statement for Loreto Schools of Australia states:

*A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*

*It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

*This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



## Position Overview

The Early Childhood Educator (Certificate III)'s primary responsibility is to support the provision of the early childhood program in the Loreto Early Learning Centre under the direction of the teaching staff and the Head of Junior School and ELC.

The Early Childhood Educator (Certificate III) will assist with the preparation of materials, set up and maintenance of the learning environment.

Loreto's educational philosophy is centred upon a commitment to the development of each individual student, so that they may be someone who realises their potential academically, socially, emotionally and spiritually.

The Early Childhood Educator (Certificate III) will be part of a team of professional early childhood educators who is passionate and innovative in their approach to the care of children and preparing children for their transition to formal schooling.

<b>Key Accountabilities</b>	<b>Responsibilities and Expectations</b>
<b>Quality Care and Education</b>	<ul style="list-style-type: none"><li>• supporting and assisting in the organisation all areas of the Early Learning Centre to ensure the smooth operation of the Centre;</li><li>• providing a happy, safe, caring environment for the children which is conducive to learning and creativity;</li><li>• being involved in all aspects of the children's daily routine through effective supervision, looking after individual needs during meals, rest and toileting times;</li><li>• assisting and supporting teaching staff with the preparation and operation of classes, including designing and preparing classroom theme-based resources, demonstrating to, and assisting, individual or small group of children, hanging posters of children's work for display;</li><li>• assisting in the education and care of ELC children by changing soiled nappies and clothes;</li><li>• ensuring there is adequate sun protection;</li><li>• keeping a high standard of hygiene in kitchen, eating and toileting areas;</li><li>• administrating first aid;</li><li>• ensuring written documentation is up to date and of high quality;</li><li>• actively supporting every child to participate in the program;</li><li>• encouraging each child to become secure and independent in an environment other than their home;</li><li>• establishing positive relationships with parents so that they feel comfortable discussing all aspects of the education of their children;</li></ul>



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	<ul style="list-style-type: none"> <li>• attending and contributing at meetings as required;</li> <li>• preparing, distributing, collecting and collating information booklets, notices, certificates and forms;</li> <li>• assisting with organising and conduct ELC student and parent functions including information evenings, tours, special function days, etc</li> <li>• maintaining a high level of professionalism especially with regards to confidentiality and privacy;</li> <li>• working cooperatively with colleagues, sharing responsibilities and housekeeping tasks;</li> <li>• establishing and maintaining professional working relationships with colleagues that are positive, respectful, fair and supportive;</li> <li>• communicating effectively with all team members of the centre about children's needs;</li> <li>• contributing to the activities of the Early Learning Centre;</li> <li>• communicating effectively with colleagues;</li> <li>• engaging in reflective reviews with your Line Manager;</li> </ul>
<p><b>Mission and Ethos</b></p>	<ul style="list-style-type: none"> <li>• knowing, accepting, embodying, and developing the Loreto mission and values;</li> <li>• having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;</li> <li>• fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;</li> <li>• role modelling Christian values in all dealings with students, staff and parents;</li> <li>• maintaining confidentiality at all times and demonstrating high professional standards within the College and community;</li> <li>• providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;</li> <li>• supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct;</li> </ul> <p>undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;</p>



## Person Specification – Essential Criteria

### Knowledge and Skills Required

- A commitment to the provision of a quality early childhood program
- Demonstrated ability to establish sound working relationships with staff, children and parents;
- Demonstrated experience in working collaboratively with team members
- Demonstrated ability to contribute to a continuous quality improvement planning process
- A desire to encourage and work in a positive manner with young children

### Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Highly developed time management skills
- Excellent interpersonal skills underpinned by the Loreto values

### Essential Qualifications

- Certificate III in Early Childhood Education and Care or other qualification as per ACECQA approved qualifications list
- ACECQA approved first aid, emergency asthma and anaphylaxis management training
- Responding to Abuse and Neglect certificate



## Work Health and Safety

### Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

### Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1



## Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

### APPROVAL

Job Description Approved

.....  
Print Name                                      Signature Principal or Delegate                                      Date

.....  
Print Name                                      Signature Staff Member                                      Date

November 2022



## Applications

Applications for the position of ELC Educator Certificate III should be addressed to:

Dr Nicole Archard  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

## Terms and Conditions

- Certificate III in Early Childhood Education and Care or other qualification as per ACECQA approved qualifications list
- All applicants will be required to undergo a Working with Children check and undertake mandatory notification training and ACECQA approved first aid, emergency asthma and anaphylaxis management training. Please attach any relevant certificates to your application.
- Employment and commencement are subject to the provision of evidence of full vaccination or up to date vaccination against COVID-19 or the provision of a medical exemption/medical contraindication to vaccination outlined in formal clinical advice from the Australian Department of Health to the vaccine providers based on advice from the Therapeutic Goods Administration (TGA) and Australian Technical Advisory Group on Immunisation (ATAGI).

## Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The name, address and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

## Closing Date

**Applications close at 9.00 am Monday, 2 December 2022**



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