Early Learning Centre Educator Diploma

LORETO COLLEGE

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	**Early Childhood Educator (Diploma)**
Terms:	**Permanent – 37.5 hours per week 52 weeks per year**
Commencement Date:	**As soon as possible**
Classification:	**Education Support Officer Early Childhood Education/OSHC Stream Grade 4 Year 1**
Responsible to:	**Director of Early Learning Centre**

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.*
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> *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 (Diploma)'s primary responsibility is to provide quality education and care to meet the individual and group needs of all children in the Loreto Early Learning Centre. The Early Childhood Educator (Diploma) will work with the early childhood educators to plan and implement a developmentally appropriate curriculum including observations and reflections.

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 (Diploma) 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.

Key Responsibilities and Expectations

Quality Care and Education

- Implement and evaluate the educational curriculum for children in consultation with the Early Childhood Teacher.
- Support and assist in the organisation and coordination of all areas of the Early Learning Centre to ensure the smooth operation of the Centre.
- Provide a happy, safe, caring environment for the children which is conducive to learning and creativity.
- Formally and informally observe children to assess development which is the basis of learning programs.
- Program and implement daily activities and group situations to stimulate the children in all aspects of their development.
- Provide a flexible program that allows for differences in children's abilities, developmental levels and needs.
- Actively support every child to participate in the program.
- encouraging each child to become secure and independent in an environment other than their home.
- Assist in the education and care of ELC children by changing soiled nappies and clothes.
- Ensure there is adequate sun protection.
- Keep a high standard of hygiene in kitchen, eating and toileting areas.
- Administer first aid as required.
- Establish positive relationships with parents so that they feel comfortable discussing all aspects of the education of their children.
- Discuss formally and informally with parents any aspects of the education and progress of their child(ren) and consult with the Early Learning Centre Teacher and/or Director of Early Learning Centre.
- Maintain developmental records of children, ensuring confidentiality.
- Write reports and complete forms as directed by the Director of Early Learning Centre.
- Attend and contribute at meetings as required.
- Work with the Director of Early Learning Centre to develop policies that relate to the safe and efficient running of the Early Learning Centre.
- Communicate effectively with all team members of the centre about children's needs.
- Contribute to the activities of the Early Learning Centre;
- Communicate effectively with colleagues;

- Contribute, as appropriate, articles for the newsletter and other publications to assist parents understand the purpose and operation of the program;

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

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

- Diploma in Children Services or other qualification as per ACECQA approved qualifications list
- ACECQA approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risks of Harm, Abuse and Neglect - Education and Care 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

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Print Name	**Signature Principal or Delegate**	**Date**
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Print Name	**Signature Staff Member**	**Date**

November 2026

Applications

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

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Diploma 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 Responding to Risk of Harm, Abuse and Neglect – Education and Care training and ACECQA approved first aid, emergency asthma and anaphylaxis management training. Please attach any relevant certificates to your application.

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 (including email address) 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 Friday, 20 November 2026