Early Childhood Teacher

LORETO COLLEGE

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	**Early Childhood Teacher**
Terms:	**Permanent part-time – 0.6 FTE**
Commencement Date:	**19 January 2027**
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.*
>
> *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

Key Responsibilities and Expectations

The Early Childhood Teacher's primary responsibility is to utilise appropriate teaching and assessment strategies which provides a learning environment in the Early Learning Centre that enables each girl and boy to achieve their potential. 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 Teacher will be part of a team of professional early childhood educators who are passionate and innovative in their approach to the care of children and preparing children for their transition to formal schooling. The Early Childhood Teacher is the Team Leader of their ELC room.

Teaching Practice

- Prepare and deliver a comprehensive and specific developmental learning program.
- Take responsibility as Team Leader for their room.
- Foster an environment conducive to supporting children's learning through authentic play which promotes a sense of belonging and self-worth.
- Support the implementation of a range of initiatives to meet the ELC Quality Improvement Plan.
- Make, record, analyse and respond to observations of children's learning and development as part of an assessment and planning cycle.
- Be active in assisting with the maintenance of a healthy and safe centre environment.
- Ensure children engage with educators in meaningful, open interactions that support the acquisition of skills for life and learning.
- Be a role model and ensure that you support and mentor other team members in the various rooms.

Administrative Responsibilities

- Attend staff meetings, professional discussions and program planning meetings.
- Maintain accurate and up to date records of the learning program, children's engagement in the program and individual children's development and learning.
- Provide parents with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.
- Develop and use appropriate evaluation and assessment strategies and procedures.
- Use a variety of assessment and reporting methods to regularly monitor learning progress.
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement.
- Prepare and write reports in line with the College's assessment guidelines.
- Be involved in relevant College activities at special events e.g. Mission Day, competitions, etc.
- Engage in professional development opportunities or associations in early learning which are external to the College.
- Contribute to collegial discussions and planning to improve the learning outcomes for students.
- Participate in excursions, competitions and other co-curricular activities.
- Manage resources effectively in accordance with the College's goals and strategic plans.
- Comply with all College policies and procedures, legislative, administrative and organisational requirements.
- Contribute, as appropriate, articles for newsletter and other publications.
- Undertake reflective evaluation and goal setting to assist professional growth as a teacher.
- Any other duties as directed by the Principal.

Wellbeing

- Provide a positive, caring and organised learning environment that fosters the development of resilience and independence of students.
- Provide support to parents/carers and providing information about their child's development and engagement in the learning program.
- Assume responsibility and genuine interest for the children's welfare.
- Structure learning so as to best accommodate individual student learning needs and the diversity of student backgrounds.
- Communicate effectively with all team members of the centre about children's needs.
- Contribute to the activities of the Early Learning Centre.

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

- Demonstrated ability to plan and deliver a quality early childhood education program
- Knowledge of play-based inquiry learning
- Knowledge of recent theories and practices of child development and early childhood education
- 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

Personal Qualities

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

Essential Qualifications

- A Bachelor of Early Childhood Education or higher qualification
- Be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board Certificate
- 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

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 Early Childhood Teacher should be addressed to:

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

Terms and Conditions

- Relevant tertiary qualifications and/or experience related to the teaching responsibilities required by the position.
- All applicants must be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board certificate.
- All applicants will be required to undergo a Working with Children check and complete the Responding to Risks of Harm, Abuse and Neglect- Education and Care training and First Aid 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 names, addresses 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 on Friday, 20 November 2026