

Title	Early Learning Centre (ELC) ESO	Career Group	ELC
Classification Level	3.1 (12-14)	Line Manager	ELC Director
Sub-school/Location	Early Learning Centre	Reporting to	ELC Director

PURPOSE OF THE POSITION

The ELC ESO is accountable to the ELC Director and contributes to the provision of quality administrative and educational support services that enables the ELC to provide a safe and caring environment for all children and to create positive learning environments and guide experiences for each child in conjunction with their family.

ADDITIONAL REPORTING RELATIONSHIPS

The ELC ESO will take instructions from the ELC Director, the Principal or the teachers and other senior staff supported.

SUMMARY OF WORK REQUIREMENTS

1. Assist and support teaching staff with the preparation and operation of the ELC by:
 - a. Designing and preparing theme-base resources,
 - b. Demonstrating to, and assisting, individual or small groups of children, and assisting them with a variety of activities and skills;
 - c. Testing and assessing students under teacher direction;
 - d. Completing student observations regularly;
 - e. Assist with the maintenance of ongoing records of the child's personal information, attendance, health and welfare, learning development and daily information;
 - f. Hanging posters or students' projects for display, setting up classroom environment

2. Assist in the education and care of ELC children:
 - a. Enjoy being with children;
 - b. Giving effective attention to children while on duty;
 - c. Working in accordance with the Education and Care Services National Regulations under the Education and Care Services National Law;
 - d. Following all ELC policies in relation to the physical care and wellbeing of children, including but not limited to:
 - i. changing soiled nappies and clothes;
 - ii. ensuring there is adequate sun protection;
 - iii. keeping a high standard of hygiene in kitchen, eating and toileting areas;
 - iv. administrating first aid;
 - e. Collaborating with teaching staff in the educational planning process; and
 - f. Comforting and assisting children as required to ensure their emotional wellbeing.

3. Assist with a high quality administration service to the ELC, including but not limited to:

- a. Providing general customer service to the ELC community;
 - b. Assist with the distribution, collection and collation of information booklets, notices, certificates and forms;
 - c. Administrative assistance to the ELC Director and teachers;
 - d. Assisting with organising special ELC events and excursions
4. Contribute to the effectiveness of the ELC Staff by:
- a. Promoting a team culture amongst the ELC staff by assisting and be willing to be assisted by, other workers in the ELC during periods of leave, absence or high workload so that overall objectives across the team can be met;
 - b. Maintaining team communication;
 - c. Following the ELC Code of Conduct;
 - d. Participating and contributing to the development, review and implementation of the Quality Improvement Plan (QIP);
 - e. Maintaining competency and preparedness to be appointed to the position of Responsible Person as required;
 - f. Working collaboratively with other educators and staff to affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships;
 - g. Undertaking any other tasks or responsibilities consistent with the role or the grade classification, as directed by the Director/Principal;
 - h. Providing feedback on policies and procedures.
5. Contribute to a safe and healthy workplace by:
- a. Following WHS instructions and policies;
 - b. Reporting accidents and hazards;
 - c. Generally caring for their own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction;
 - d. Actively participating in rehabilitation and return-to-work programs; and
 - e. Assuming an equal share of housekeeping duties and ensure equipment is respected and maintained to an optimal level of safety.
6. Attend professional development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.
7. Attendance at, and contribution to, staff, team and faculty meetings and, where appropriate opportunities present, becoming involved in the life of the School and involvement in School events.

ESSENTIAL CRITERIA

Attributes that must be held in order to perform the job to a satisfactory standard.

Qualifications, education and professional memberships

1. HTLAID004 First Aid course
2. Responding to Abuse and Neglect Certificate

3. Continue to hold a valid Working With Children Check.
4. Hold or be working towards Diploma of Early Childhood Education or higher
5. Annual CPR update

Abilities, aptitudes and skills

1. Patient and gentle approach to children
2. Good written and verbal communication skills with people of all ages and backgrounds
3. An attitude of excellence in customer service
4. The ability to handle competing customer demands or difficult customers in a professional, responsive and respectful manner
5. Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities
6. Flexibility and a positive attitude towards change
7. Desire to contribute to and promote a harmonious and cooperative team environment Ability to work independently or in a team, and be self-directed in application of skills or determination of priorities
8. To be competent and prepared to be appointed to the position of Responsible person as required.
9. A degree of physical fitness is required for this position

Experience

Knowledge

1. Basic understanding of early childhood development
2. Good understanding of children with complex needs

DESIRABLE CRITERIA

Attributes which are not essential to job performance, but which enhance or extend performance.

Qualifications, education and professional memberships

1. Keeping Safe Child Curriculum training
2. Fire Safety Equipment training
3. Jolly Phonics training

Abilities, aptitudes and skills

1. Ability to apply creativity in the design and preparation of resources and materials.
2. Assist with the mentoring of casual employees and workplace practicum participants.

Experience

1. Experience working with 0 - 5 year olds in a long day care setting.
2. Keep up to date with current developments in the Early Childhood field

Knowledge

1. Sound working knowledge of Microsoft Office applications
2. Awareness of the Child Care Subsidy, Inclusion Support and Government Funding.

AGREEMENT

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Contract of Employment and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Line Manager to support the School's compliance with its legislative obligations. The Line Manager may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

EMPLOYEE:	<i>Date</i>
LINE MANAGER:	<i>Title</i>
APPROVED BY:	<i>Title</i>