

## JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Lutheran Schools Officer – Curriculum (Early Learning Centre)

<b>Mission Statement:</b>	With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart.
<b>Culture:</b>	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
<b>Position Title:</b>	Early Learning Centre (ELC) Educator
<b>Tenure:</b>	Refer to Contract of Employment
<b>Salary:</b>	Grade 3 Level 1 Lutheran Schools NT collective Agreement 2021 or its replacement
<b>Commencement:</b>	2023
<b>Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Responsible to the Principal through Heads of Junior School and ELC Team Leader</li> <li>• Takes direction from ELC Team Leader</li> <li>• Professional interaction with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• Current NT Working With Children Clearance (Ochre Card)</li> <li>• A current police check which is less than 6 months old.</li> <li>• Inherent physical requirements of adequate strength, mobility, vision and hearing to perform first aid duties</li> </ul>

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## Role Description

### Position Summary (summary of the position in relation to the College's goals)

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Lutheran Support Officer (Curriculum) – ELC Educator display the highest professional standards in their classrooms, personal presentation and support of the students in their care. They will support early years learning classes and students effectively, thereby ensuring that learning is maximised for all students, the duty of care is met in and out of class, and a caring environment is provided for all.

The regular hours of work are 38 hours per week, with a 30-minute lunch break. The position is for 46 weeks per year with 6 weeks annual leave (prorated) (2 weeks of which cover the Christmas stand-down period).

Work across campuses may be required.

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**Extent of Authority**

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- Work autonomously to deliver an appropriate and relevant instructional program exercising discretion and judgement within specified guideline and standards in order to meet the requirements of the role
- Work collaboratively with other members of the College staff to ensure the successful delivery of curriculum
- Responsible for the safety, wellbeing, and academic progress of all students in their care.

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**Key Responsibility Areas (KRAs)**

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**Plan and implement a quality education program****National Quality Standards Quality Area 1: Educational program and practice**

- Participation in team collaboration to plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Collaborative involvement to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF).
- Help prepare and maintain portfolio folders for children.

**Promote the health and safety of all staff and children****National Quality Standards Quality Area 2: Children's health and safety; Quality Area 3: Physical environment**

- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.
- Ensure that all children have access to nutritious food and fresh drinking water.
- Promote health, wellbeing and physical exercise in the ELC.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

**Build positive relationships with all stakeholders****National Quality Standards Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities**

- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.

- Establish and maintain links with local networks, resource agencies and other relevant organisations.
- Supervise workplace students, relief staff and volunteers, as directed.
- Ensure an effective induction and orientation process for new families and children

### **Contribute to the effective management of the service**

#### **National Quality Standards Quality Area 7: Leadership and service management**

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Attend professional development opportunities and network meetings as appropriate or as directed by the Team Leader of the Early Learning Centre.
- Model and promote an understanding of the NQS, the NQF and the curriculum framework documents.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the Team Leader of the Early Learning Centre.
- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.
- Assist the Team Leader of the Early Learning Centre in matters relating to leadership, pedagogical leadership, management support, and service administration, as directed.
- Be ready, willing and qualified to act in the position of responsible person in the temporary absence of the Team Leader

## **Employee Specifications**

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### **Educational & Vocational Qualifications**

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- Minimum requirement Certificate III in Children's Services or working towards, with a preference for those with or working towards a Diploma in Children's Services
- Certificates in First Aid (HLTAID004) & Asthma and Anaphylaxis

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### **Experience and Knowledge**

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- Demonstrated ability to work independently and take initiative.
- Demonstrated experience within an Educators role.
- A sound understanding of the principals of Lutheran educations (highly desirable)
- Demonstrated experience and ability to work independently and as part of a team, developing, establishing, implementing, and monitoring learning and curriculum
- Demonstrated experience supporting, instructing, monitoring, and encouraging students to achieve their full potential and develop their God-given abilities
- Demonstrated experience in effective administration, planning, and programming
- Demonstrated experience in establishing effective working relationships with staff, students and parents

- Experience in, and passionate about working with and supporting young people on their journey through Early Childhood education

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### **Skills& Abilities**

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Demonstrate:

- The ability to provide high quality care for all children at the Centre
- Active participation as a team member and a commitment to an inclusive working environment
- Strong organisational skills
- A commitment to developing positive relationships with families
- A well-developed sense of responsibility and self-motivation
- A commitment to maintaining confidentiality with staff, families and children
- A commitment to development and improvement within the field of Early Childhood education
- An ability to work with different multimedia platforms;
- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things is essential
- Life skills that reflect an active Christian faith (or that demonstrate a willingness to uphold the Christian Ethos of the College)
- Strong organisation skills and a proactive approach to problem solving
- Strong oral and written communication skills
- Ability to work independently and as part of a team, initiating, adapting to, and managing change
- Accepts responsibility and is self-motivated
- Strong work ethic to achieve college goals
- Manage highly confidential information with discretion and integrity

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### **Work, Health & Safety (WHS) and Environment**

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Good Shepherd Lutheran College has a documented work Health and Safety Policy together with relevant procedures and other documentations. You are required to always comply with the Policy and Procedures and their contents. Your WHS obligations include:

- Cooperating with the College in ensuring your safety and the safety of others
- Following all policies and directions designed to ensure a safe environment
- Reporting any hazard, you identify through the College's reporting processes
- Reporting any injury sustained through the College's reporting process within 24 hours
- Following emergency evacuation procedures as required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling. Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant

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## **Child Safety**

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As Good Shepherd Lutheran College has a commitment to child safety, Non-Teaching Staff will be responsible for understanding and applying the College's child safety policies and procedures, including:

- complying with the College's Child Protection Code of Conduct and staff-student professional boundaries
- identifying and proactively addressing risks
- identifying indicators of possible child abuse
- reporting concerns to the Head of School or Office Manager
- taking all practicable steps to protect students where a risk to their safety has been identified
- managing disclosures

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## **Additional Information**

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- Targeted training will be provided as appropriate.
- Good Shepherd is an equal opportunity employer and promotes a safe and healthy harassment free workplace.
- Staff are bound by strict confidentiality requirements and must sign a confidentiality agreement upon commencement of employment.