



# Sheldon College Position Description



## Early Years Teacher and Centre Support

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<b>Department:</b>	Early Learning
<b>Reports to:</b>	Early Learning Educational Leader
<b>Responsible to:</b>	Principal

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### Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. Our Mission is "to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world".

We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

### Position Overview

The successful candidate will have a Bachelor of Early Childhood Education and should meet the requirements of the National Quality Standards. They will be an integral part of our Early Learning Centre team.

The Early Years Teacher and Centre Support will be responsible for:

- Collaborate with the Early Learning Centre Manager, Educational Leader and the Early Years Administration Assistant to uphold quality of service delivery as required;
- To be the Kindergarten Nominated Supervisor as required;
- To be the Our Place Nominated Supervisor as required;

The successful candidate will be responsible to the Educational Leader.

### Your Responsibilities

- Oversee the role of the Early Years Centre administration person to ensure work is being prioritised, thoroughly executed and processes are clear;
- Provide a warm welcome and daily connection to community members including families, engaging in conversation and ensuring all communications are valued and supported;





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- Uphold and promote the values of Sheldon College, conveying and advocating for the ELC to Year 12 process for education and care;
- Organise as required meetings for families with key staff and Centre Leadership to support the wellbeing and quality service of Sheldon Early Years;
- Communicate and liaise with departments of the College in conjunction with the Centre Leadership as required to support the smooth running of the ELC;
- Assume responsibility for the Our Place Co-ordinator
- Co-ordinate with Our Place to ensure operational and educational requirements are being met;
- Support and assist with Early Years Centre events and incursions;
- Support the organisation and planning for Centre Professional Learning alongside the Educational Leader
- Support with Kindy Club as required;
- Attend all Centre Academic meetings and Centre Team meetings as required;
- Support with areas related to Enrolments as requested by Centre Leadership;
- Support with any additional administration support as requested by Centre Leadership.
- Ensure families are being communicated to in a highly professional manner that engenders assurance that their needs, interests and feedback are taken seriously and actioned promptly;
- Support the Leadership team in their development of Centre-generated Professional Development for staff.

## Communication

- Provide support with community and parent information / communication, utilising StoryPark and any internal Software as directed;
- Assist with regular updates for families to include upcoming events in support of the Educational Leader;
- Meet weekly with Centre Leadership Team to ensure consistent operations and communications;
- Ensuring the flow of Communication for the Early Years Centre is adhered to at all times;

## Curriculum

- Working closely with the Educational Leader to ensure delivery of Quality Educational programmes;
- Assume responsibility as required if members of leadership team are absent (including potentially working the additional as required);
- Participate actively in the Early Years Performance Development Plan (PDP);
- Assist the Educational Leader with the Early Years Performance Development Plan (PDP) for the Academic staff;
- Model best early childhood practice and always demonstrate professionalism;





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- Ensure delivery in all curriculum areas is current and progressive and in line with centre direction;
- Support staff as required to deliver quality practice;
- Support Educational Leader to facilitate consistency of practice across the early years;
- To utilise teaching opportunities as intentional mentoring experiences for co-educators;
- Working alongside lead educators to offer a differentiated curriculum;
- Relieve Academic Staff and Lead Educators as required.

## Quality Risk & Compliance

- Support Centre Manager and Educational Leader to uphold all areas of risk and compliance as required in line with the National Quality Standards;
- Support processes and procedures to ensure all documentation regarding upholding quality practice regarding risk and compliance is current and regularly reviewed;
- Ensure critical reflection is embedded to drive ongoing improvement in this area;
- Assist as needed with the Early Years Centre Policies, Procedures and Quality Improvement Plan (QIP)
- Remain current on all changes made to the requirements of the Quality Standards.

## Requirements

- Registration with the Queensland College of Teachers (QCT).
- Excellent verbal and written communication skills;
- A strong understanding of the Operations of a long day care Centre;
- Strong customer focus and quality service orientation appropriate to providing support to service departments and end users of College systems;
- Good interpersonal and communication skills are required in dealing with all levels of management, families and external service providers;
- Effective problem-solving skills;
- Ability to proactively engage with stakeholders at various levels;
- Ability to effectively manage competing priorities to ensure deadlines are met;
- Act within State Government Legislation and regulations as relates specifically to Child Care Centres and any adult whose work it is to primarily care for children or young people;
- Be aware of the values and philosophy of the Sheldon College Community and articulate how other staff should be further upholding these in their daily practice;

