



BOMADERRY COMMUNITY PRESCHOOL **(Operating as part of Nowra Anglican College)** **Pre-School Early Childhood Educator (Diploma)**

Respect | Compassion | Wisdom

Nowra Anglican College is a respectful community grounded in Christ's compassion, learning to live with wisdom.

Bomaderry Community Preschool is located across two campuses. The Wattle/Gumnut rooms are located on Birriley Street Bomaderry and cater for 40 children per day. The Banksia room is located on campus at Nowra Anglican College and offers an educational program for 20 children per day. Both programs are open 5 days per week 8am - 4pm during school terms.

Mission

To provide a high-quality Christian education within a welcoming community where all individuals are valued and belong. As a community of learners, we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.

Our Vision

To be a community of learners, living and serving in Christ's world.

Position Overview

This position involves working in a team to co-deliver a dynamic early year's program at Bomaderry Community Preschool, catering for children aged 3-6 years.

At Bomaderry Community Preschool, we acknowledge the unique and important phase of life that is Early Childhood. The early years are particularly significant as it lays the foundation for all future learning, and sense of belonging. It is important that children feel that they are capable, competent and valued within the context of their family, our preschool and the community. BCPS acknowledges the critical importance of children, parents and educators as partners in a learning community that promotes the wellbeing, education and development of all children.

Educators are responsible for providing education and care for children enrolled at Bomaderry Community Preschool, consistent with our philosophy, curriculum, and according to the requirements of the National Quality Framework. Educators work in collaboration with a team of educators, room leaders, educational leader, Director of Early Learning, the nominated Supervisor and approved provider.

A Diploma Educator employed at Bomaderry Community Preschool will be able to relate effectively with children and their families, work effectively in a team environment, is an experienced and effective verbal and written communicator, demonstrating a passion and understanding for pedagogical documentation and inquiry-based learning. They will also demonstrate a passion for the rights of the child and their right to play based learning, support a nature-based pedagogy and a risk-based approach to play, demonstrating an understanding of the Reggio Emilia educational approach and a commitment to it and is aware of social justice issues and advocates for the inclusion of our shared Aboriginal and Torres Strait Islander history and culture in children's learning

Position	Early Childhood Educator (Diploma)
Appointed by	Principal
Responsible to	Director of Early Learning
Key relationships	Director of Early Learning, Educational Leader and Team Leader
Last updated	September 2023
Involvement in College life	<ul style="list-style-type: none"> ● Attendance at educator meetings, Parent/educator meetings and ● Parent meetings when required. ● Attendance at Preschool functions and the College open day. ● Performing other duties that are deemed appropriate by and in negotiation with the Director/ Principal as required from time to time
Pre-School Early Childhood Educator (Diploma) Duties	
Duties Learning and Teaching (People)	<p>Key Responsibilities:</p> <p>Act in a manner that promotes the best interests of the child. In conjunction with Room Leader and other educators, implement a high-quality education and care curriculum for all enrolled children that is consistent with:</p> <ul style="list-style-type: none"> ● The service philosophy, procedures and policies ● Education and Care Services National Regulations ● Education and Care Services National Law ● The National Quality Standards ● Early Years Learning Framework/Framework for School Age Care. <p>Respond to children’s strengths, interests and needs and contribute to the planning cycle within the room under the guidance of the room leader.</p> <p>Contribute to documenting children's learning and development under the guidance of the Room Leader.</p> <p>Engage in critical reflection of children’s learning to guide future programming. Engage children in learning opportunities that are responsive to:</p> <ul style="list-style-type: none"> ● Meaningful moments, ● Intentional and spontaneous interactions, ● Children’s agency and choice, ● Routine times, ● Information technology and ● Environmental sustainability. <p>Support the planning and development of an inclusive environment by:</p> <ul style="list-style-type: none"> ● Supporting every child’s learning, ● Role modelling positive interactions, ● Respecting children’s similarities, differences, cultures and diversities, ● Maintaining each child’s dignity and the rights of each child, ● Responding to the emotional, social and wellbeing needs of each child, ● Providing physical care, assisting children in toileting, dressing and meal times; and viewing all these opportunities as teachable moments.

	<p>Support children’s individual wellbeing and comfort in sleep, rest and relaxation. Contribute to the development of an environment for children which:</p> <ul style="list-style-type: none"> ● Is ready for operation at the beginning of each day, ● Reflects children’s curiosity, exploration and problem solving, ● Acknowledges the importance of the indoor and outdoor environment as the ‘third teacher’, ● Reflects beauty as a valuable component in supporting the wellbeing of children and all who work at the service, ● Provokes practices and discussions to support environmental sustainability. <p>Ensure each child has a sense of Being, Belonging and Becoming within the service.</p> <p>Partnerships with other Educators and Professionals</p> <p>Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness.</p> <p>Acknowledge and support personal strengths, professional experience and team diversity.</p> <p>Engage in professional conversations with other educators to enhance knowledge and practice.</p> <p>Be proactive in supporting a healthy team environment.</p> <p>Support staff to implement the program.</p> <p>Ensure students on placement are positively welcomed, supported and assisted.</p> <p>Ensure the Nominated Supervisor is informed of any problem arising, which would affect the children, the service’s approval or rating, the regulatory and legal compliance or the smooth running of the service.</p> <p>Be involved in the service’s Quality Improvement Plan and assist to implement this as directed.</p> <p>Perform additional duties as required by the Approved Provider or Nominated Supervisor as are within your knowledge, skills and capabilities. These may include:</p> <ul style="list-style-type: none"> ● Assisting with open days for children attending in the following year, ● Attend educator meetings on a fortnightly basis, after hours, ● Attending parent/educator meetings and other preschool events. ● Maintaining supplies and equipment levels for the room or service, ● Performing incidental administrative duties including but not limited to signing deliveries, organizing noticeboards, etc.
<p>Process</p>	<p>Professional Conduct & Learning</p> <p>Work within the National Quality Framework, the Early Childhood Australia Code of Ethics, the Service philosophy, policies and procedures. Consistently contribute as an effective team member.</p> <p>Actively participate in performance appraisal process.</p> <p>Engage in reflective practice and ongoing professional learning.</p> <p>Attend and contribute to staff meetings and other whole staff professional learning events.</p> <p>Undertake First Aid training (including training in Anaphylaxis Management and Emergency Asthma Management) at intervals decided by the Nominated Supervisor.</p> <p>Undertake an approved child protection training course at intervals decided by the Nominated Supervisor.</p>

	<p>Engage in professional learning</p> <ul style="list-style-type: none"> ● Seek and apply constructive feedback from supervisors and teachers to further learning. ● Demonstrate an understanding of the rationale for continued professional learning and the implications of this. ● Engage professionally with the community by attending and assisting as required to promote Nowra Anglican College during Open Day, Information evenings and community building events.
<p>Place</p>	<p>Nowra Anglican College seeks to appoint Christian staff members who are energetic, innovative and committed to the ethos of independent Christian education in the Anglican tradition and are actively involved in their local church.</p> <p>Contribute to and maintain the College’s reputation, ethos and values with colleagues, students and the wider community:</p> <ul style="list-style-type: none"> ● Encourage students to know and live the College values in all aspects of their lives. ● Model and uphold a high standard of professional behaviour. ● Bomaderry Community Preschool is open 40 weeks per year.
<p>Key Selection Criteria</p>	<ul style="list-style-type: none"> ● Diploma in Children's Services or Cert III ● An Approved ACECQA Diploma level qualification or significant progress completion. See list of approved qualifications at www.acecqa.gov.au/qualifications/nqf-approved ● A first Aid qualification that is approved by ACECQA that includes first aid, emergency asthma management and anaphylaxis management. ● Working with Children Check ● Child Protection qualification approved by relevant State Regulatory body. <p>Experience</p> <ul style="list-style-type: none"> ● Experience in an approved education and care service. ● Knowledge and understanding of the National Quality Standards and the Early Years Learning Framework. ● Knowledge of the National Education and Care regulations. ● Demonstrated experience in curriculum, supporting curriculum development and documenting children’s learning and development. <p>Capabilities</p> <ul style="list-style-type: none"> ● Demonstrated ability to effectively communicate with children and their families. ● Works effectively in a team environment. ● Supports a nature-based pedagogy and a risk-based approach to play. ● Demonstrates an understanding of the Reggio Emilia educational approach and a commitment to it and celebrates the 100 Languages of children. ● Is passionate about the rights of the child and their right to play based learning ● Is an experienced and effective verbal and written communicator ● Demonstrates a passion and understanding for pedagogical documentation and inquiry-based learning ● Is aware of social justice issues and advocates for the inclusion of our shared Aboriginal and Torres Strait Islander history and culture in children's learning.

<p>Workplace Health and Safety</p>	<p>Work in a manner that does not pose a risk to self or others Ensure a safe and healthy work environment at all times.</p> <p>Administer first aid and medication in compliance with procedures and policies and ensure to keep accurate and detailed records of injury/accident/trauma and medication forms.</p> <p>Respond positively and consistently to children’s additional needs/ requirements including diet / allergies and developmental.</p> <p>Assume an equal share of cleaning duties.</p> <p>Maintain educator-to-child ratios and qualifications at all times.</p> <p>Act immediately on any safety issues that relate to the working environment of the service.</p> <p>Follow Service policies regarding child protection, and Inform the Nominated Supervisor of any allegations or conviction of a child protection nature against any other employees, of which you become aware, Ensure compliance as a mandated reporter.</p> <p>Follow Service guidelines in providing a safe environment for children and staff. Understand, implement and review emergency management procedures as required.</p> <p>Ensure the Service’s duty of care to children and their families is strictly maintained.</p>
<p>Working with Children Check</p>	<p>Nowra Anglican College/Bomaderry Community Preschool is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the School’s Child Safe policies, procedures and programs are at the forefront of all we do. As such, all staff will be expected to satisfy child protection screening and adhere to the College’s Child Safe Policy and Child Protection Program.</p>
<p>Performance Review</p>	<p>All members of staff will undertake an annual Performance Review which is designed to strengthen workplace relationships, career development and effective workplace participation.</p>
<p>Position Holder</p>	
<p>Date Appointed</p>	

We are dedicated to creating a culturally safe and inclusive workplace where First Nations peoples feel valued, respected, and empowered to thrive. We actively seek to increase Indigenous representation and participation in our workforce and are committed to building meaningful and respectful relationships with Indigenous communities. We welcome and encourage applications from First Nations people, recognising the value, unique skills and knowledge that First Nations employees bring to the workplace