

NOWRA ANGLICAN COLLEGE - Bomaderry Community Preschool

Pre- School Early Childhood Educator (Diploma)

Who we are, and what we commit to:

Respect | Compassion | Wisdom

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

Mission

To provide a high quality Christian education with 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 is an exciting opportunity to join a unique early learning environment. 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 in the Preschool, will live out their Christian faith in the life of the Preschool and will be committed to the ethos of independent Christian education.

The School:

Nowra Anglican College is a dynamic P-12 school located in the beautiful Shoalhaven. The College is in an exciting stage in its life, experiencing rapid growth as it implements its strategic plan fostering high quality learning and the development of the whole child.

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.

The area is a fast-growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing coastal lifestyle with easy access to both the mountains and beaches.

Position Title	Early Childhood Educator (Diploma)
Appointed by	Principal
Responsible to	Director of Early Learning
Key working relationships	Director of Early Learning, Educational Leader and Team Leader
Last reviewed	May 2024
Award/Agreement	Childcare worker - Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021
Position Overview	<p>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.</p> <p>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.</p> <p>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.</p>
Preamble	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.
Who are we, and what do we commit to?	<p>Our Vision To be a community of learners, living and serving in Christ's world.</p> <p>Our 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.</p> <p>Our Values Respect Compassion Wisdom All staff are to demonstrate a commitment to the school's vision, mission and values in all interactions with colleagues, students, parents and the community.</p>

<p>Involvement in the Life of the School</p>	<ul style="list-style-type: none"> • Attendance at educator meetings, Parent/educator meetings and committee 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.
<p>Duties - Learning and Teaching</p>	<p>Key Responsibilities</p> <p>Act in a manner that promotes the best interests of the child.</p> <p>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 and review 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, • Support children’s individual wellbeing and comfort in sleep, rest and relaxation. <p>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 sustainability.

Ensure each child has a sense of Being, Belonging and Becoming within the service.

Partnerships with other Educators and Professionals

Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness.

Acknowledge and support personal strengths, professional experience and team diversity

Engage in professional conversations with other educators to enhance knowledge and practice.

Be proactive in supporting a healthy team environment.

Support staff to implement the program.

Ensure students on placement are positively welcomed, supported and assisted.

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.

Be involved in the service's Quality Improvement Plan and assist to implement this as directed.

Perform additional duties as required by the Approved Provider or Nominated Supervisor as are within your knowledge, skills and capabilities.; provided that this does not promote de-skilling. These may include:

- 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.

Professional Conduct & Learning

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.

Actively participate in performance appraisal process

Engage in reflective practice and ongoing professional learning.

Attend and contribute to staff meetings and other whole staff professional learning events.

Undertake First Aid training (including training in Anaphylaxis Management and Emergency Asthma Management) at intervals decided by the Nominated Supervisor.

Undertake an approved child protection training course at intervals decided by the Nominated Supervisor.

	<p>Organisational Representation Actively support the organisation’s Philosophy, policies and procedures and positively represent the organisation to external contacts at all opportunities.</p> <p>Demonstrate the service code of conduct/code of ethics in all interactions and relationships when representing the service.</p> <p>Maintain the Privacy policy with regards to children, families and educators at all times.</p> <p>Engage in professional conversations with other professionals as is appropriate and with the knowledge of the Room Leader.</p> <p>Workplace Health and Safety Work in a manner that does not pose a risk to self or others.</p> <p>Ensure a safe and healthy work environment 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</p> <ul style="list-style-type: none"> • 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>Follow Service guidelines in providing a safe environment for children and staff.</p> <p>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>Duties - Corporate</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>Engage in professional learning</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the role of the Australian Professional Standards for Teachers in identifying professional learning needs. • Seek and apply constructive feedback from supervisors and teachers to improve teaching practices.

	<ul style="list-style-type: none"> • 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>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.
<p>Child Protection</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>Selection criteria (Please address these in your cover letter)</p>	<ul style="list-style-type: none"> • Diploma in Children's Services • An Approved ACECQA Diploma level qualification or significant progress completion. See list of approved qualifications at <ul style="list-style-type: none"> ○ :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. • Is passionate about the inclusion of children with additional rights. • 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.

	<ul style="list-style-type: none">• 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.
Additional Details	<p>Please submit applications including a cover letter addressing all criteria, current resume and NAC employment application (support).</p> <p>Resumes must include 2 referee contact details and current qualifications. Applications close 5pm Friday 7th June 2024.</p> <p>Preschool Educators are expected to be available for either a 7.55am - 3.25pm or 8.30am - 4pm shift. He/she will also attend a fortnightly staff meeting. These will comprise one afternoon per fortnight 4.15pm - 6.15pm.</p> <p>This is a part time temporary position until 17th December 2024. For more information you can contact our Early Learning Director, Bernice on 02 44214034.</p>



Bomaderry Community Preschool Nowra Anglican College



*A respectful community grounded in Christ's compassion
learning to live with wisdom*

Position Title	Educator - Certificate 111 in Early Childhood Education and Care
Appointed by	Executive Principal
Responsible to	Director of Early Learning
Key working relationships	BCPS educators, teachers and the Director of Early Learning
Award	Childcare worker - Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017
Vision	<p>Our Vision To be a community of learners living and serving in Christ's world</p> <p>Our 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.</p> <p>Our Values Respect Compassion Wisdom</p>
Position Overview	<p>This is an exciting opportunity to join a unique early learning environment. 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.</p> <p>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.</p> <p>Educators are responsible for providing education and care for children enrolled at Bomaderry Community Preschool, consistent with our philosophy and curriculum, and according to the requirements of the National Quality Framework. Educators work in collaboration with other educators, room leaders and the nominated Supervisor.</p>

Duties

1. KEY RESPONSIBILITIES

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:

- » 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.

Respond to children's strengths, interests and needs and contribute to the planning cycle and review within the room under the guidance of the room leader.

Contribute to documenting children's learning and development under the guidance of the Room Leader.

◁ Engage in critical reflection of children's learning to guide future programming.

◁ Engage children in learning opportunities that are responsive to:

- » Meaningful moments,
- » Intentional and spontaneous interactions,
- » Children's agency and choice,
- » Routine times,
- » Information technology and
- » Environmental sustainability.

◁ Support the planning and development of an inclusive environment by:

- » 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,
- ◁ Support children's individual wellbeing and comfort in sleep, rest and relaxation.

◁ Contribute to the development of an environment for children which:

- » 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.

◁ Ensure each child has a sense of Being, Belonging and Becoming within the service.

Partnerships with Families

- ◁ Demonstrate respect for the families' child rearing practices, beliefs and role as the child's first teacher.
- ◁ Build and maintain professional, inclusive and positive relationships with families of the service.
- ◁ Ensure professional communication with families at all times.
 - ◁ Draw on the knowledge and experience of families to support their children's learning.
- ◁ With guidance from the Nominated Supervisor and room leader, engage positively in the orientation, enrolment and transition processes for families and children.

Partnerships with other Educators and Professionals

- ◁ Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness.
 - ◁ Acknowledge and support personal strengths, professional experience and team diversity
- ◁ Engage in professional conversations with other educators to enhance knowledge and practice.
- ◁ Be proactive in supporting a healthy team environment.
- ◁ Support staff to implement the program.
 - ◁ Ensure students on placement are positively welcomed, supported and assisted.
 - ◁ 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.
 - ◁ Be involved in the service's Quality Improvement Plan and assist to implement this as directed.
- ◁ Perform additional duties as required by the Approved Provider or Nominated Supervisor as are within your knowledge, skills and capabilities.; provided that this does not promote de skilling. These may include:
 - » Assisting with open days for children attending in the following year,
 - » Maintaining supplies and equipment levels for the room or service,
 - » Performing incidental administrative duties including but not limited to: signing deliveries, organizing noticeboards, etc.

Professional Conduct & Learning

- ◁ 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.
- ◁ Actively participate in performance appraisal process
- ◁ Engage in reflective practice and ongoing professional learning.

- ◁ Attend and contribute to staff meetings and other whole of staff professional learning events.
- ◁ Undertake First Aid training (including training in Anaphylaxis Management and Emergency Asthma Management) at intervals decided by the Nominated Supervisor.
- ◁ Undertake an approved child protection training course at intervals decided by the Nominated Supervisor.

Organisational Representation

- ◁ Actively support the organisation's Philosophy, policies and procedures and positively represent the organisation to external contacts at all opportunities.
- ◁ Demonstrate the service code of conduct/code of ethics in all interactions and relationships when representing the service.
- ◁ Maintain the Privacy policy with regards to children, families and educators at all times.
- ◁ Engage in professional conversations with other professionals as is appropriate and with the knowledge of the Room Leader.

Workplace Health and Safety

- ◁ Work in a manner that does not pose a risk to self or others.
 - ◁ Ensure a safe and healthy work environment at all times.
 - ◁ Act immediately on any safety issues that relate to the working environment of the service.
 - ◁ 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.
 - ◁ Follow Service guidelines in providing a safe environment for children and staff.
 - ◁ Understand, implement and review emergency management procedures as required.
 - ◁ Ensure the Service's duty of care to children and their families is strictly maintained.
 - ◁ 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.
 - ◁ Respond positively and consistently to children's additional needs/requirements – including diet / allergies and developmental.
 - ◁ Assume an equal share of cleaning duties.
 - ◁ Maintain educator-to-child ratios and qualifications at all times.

Workplace Health & Safety

Each staff member will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Director.

Essential
Requirements

Educator - Certificate 111 in Early Childhood Education and Care

To be considered for the position of Educator (Cert 111) an applicant must have:

Qualifications

- An Approved ACECQA Certificate 111 or significant progress completion. 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.

Experience

- 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.

Capabilities

- Ability to relate effectively with children and their families.
- Ability to work effectively in a team environment.
- Communication and interpersonal skills.
- A commitment to supporting nature-based pedagogy and a risk based approach to play.
- An understanding of the Reggio Emilia educational approach and a commitment to it.
- A collaborative team approaches
- Excellent written and verbal communication skills
- Professional presentation
- Availability to work between the operation hours of 7.55 am- 4.00 pm