



Position Information Document

Position Title

Educator

Reports to

Senior Educator

Remuneration

ESO Grade 2 – Early Childhood/OSHC stream
Employment conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced)

BROAD PURPOSE

Our team of Educators are responsible for providing the highest quality education for children enrolled at the Centre consistent with our philosophy, the Early Years Learning Framework and according to the requirements of the National Quality Framework.

The Educator is required to support and contribute to the Catholic Identity, Mission and Vision of Holy Family Catholic School. The non-teaching staff fulfil a vital role in supporting the successful operations of the School. At Holy Family Catholic School ESO staff are expected to participate fully in the life of the School and to support activities, events, and functions. They may be required to assist with allocated tasks at major school events such as sports days, masses, Spring Fair and other activities. Non-teaching staff shall attend staff meetings and other meetings as required. They are to be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

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REPORTING RELATIONSHIP

(to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships in and outside the school)

- Head of Early Years
- Senior Educator

Working Relationships

- School Leadership
- Teachers and ESOs
- Students and their families
- Relevant outside organisations, professionals from time to time

KEY RESPONSIBILITIES

Duties include:

- Undertaking programs and practices which ensure the rights of the child are upheld and child protection is paramount.
- In conjunction with other educators, facilitate a contemporary curriculum which is child- centred and consistent with:
 - The centre philosophy, policies and procedures
 - Education and Care Services National Regulations
 - The National Quality Standards
 - Early Years Learning Framework
- Responding to each child's strengths, interests and rights; develop and implement a planning cycle for individual children and groups of children.
- Engage in collaborative pedagogical practices that support the agency, wellbeing and growth of every child.
- Supporting the planning and development of an inclusive environment which promotes improved learning outcomes for every child.
- Participate in community events
- Perform any other reasonable duties as required from time to time by the Principal.

PROFESSIONAL RESPONSIBILITIES

- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- A commitment to uphold and contribute to the charism of Holy Family Catholic School.
- Always promote and speak well of Holy Family Catholic School and its staff addressing any personal concerns with the Principal as required.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the School's policies, guidelines, and procedures.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.

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- Demonstrate high professional standards and present an appropriate image in line with the School's Staff Dress Code.

PROFESSIONAL SPECIFICATIONS

- Knowledge of and active commitment to the Catholic ethos.
- Effective interpersonal skills promoting a team environment.
- Ability to work collaboratively and demonstrate reflective practices.
- Ability to interact with children in a positive, sensitive and respectful manner.
- Proven ability to work with staff and families to engender a sense of community, learning together.
- Effective time management in a fast paced environment.
- Effective oral and written communication skills.
- ICT skills and experience in their application in educational settings for young children.
- In the future, it may be necessary for the Principal to re-allocate the duties of Education Support Officers in the School, in which case you may be required to perform other duties than those specified in this Position Information Document

CHILD PROTECTION AWARENESS

Holy Family Catholic School assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Holy Family Catholic School is committed to Child Protection and protective practices. This includes responsibility of the School's employees for Child Protection.

Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care (RRHAN-EC) training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

WORKPLACE HEALTH & SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer

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- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

SPECIFIC REQUIREMENTS

- An approved ACECQA Certificate III or Diploma level qualification as listed on the Australian Children’s Education & Care Quality Authority (ACECQA) website.
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) certificate.
- Current Provide First Aid in an Education and Care Setting (HLTAID012) certificate
- Current acceptable Department of Human Services (DHS) Working With Children Check (WWCC)
- Salt learning modules (or equivalent), as issued by Catholic Education SA
- Annual sign off is required for:
 - CESA Code of Conduct
 - CESA Privacy Statement
 - CESA ICT Acceptable Use Guidelines
 - Protective Practices for Staff in their interactions with children and young people.

The Position Information Document is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

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