

Position Information

Position	ELC Care Supervisor
Employment Status	Permanent Part-time
Position Type	Non-Teaching
Hours per Week	Term time – 12 hours per week Term holidays – 25 hours per week
Days per week	As scheduled by the Early Learning Coordinator
Commencement date	12 May 2025
Stream	ESO – Early Childhood Education Stream Grade 3

About Blackfriars

Blackfriars is an independent Catholic school under the governance of the Friars of the Dominican Province of the Assumption, committed to providing a well-rounded education – academically, socially, emotionally, physically, and spiritually – that caters specifically to the needs of boys. Since its establishment in 1953, Blackfriars has provided an inclusive and progressive educational environment where students have every opportunity to find their way in the world. We develop young men who seek truth in life, walk with confidence and purpose and are inspired by the four pillars of Dominican life – Prayer, Study, Community and Service.

Blackfriars provides more than 750 students from Reception to Year 12 with modern facilities, outstanding resources, world-class tuition, and opportunities to explore and question, develop confidence in their abilities and identify and excel in their natural strengths.

The only school in Australia founded by the Dominican Friars, Blackfriars remains faithful to the search for truth – veritas – as lived and taught by Dominicans across the world for the past 800 years. This search follows authentically in the footsteps and foundations described by St Dominic himself, and by the school's patron, St Albert the Great.



Reporting Relationships

- Operational Manager: Early Learning Centre Coordinator
- Executive Manager: Business Manager
- Appointment Authority: Principal

Broad Purpose

The ELC Care Supervisor:

- Demonstrates some relevant theoretical knowledge and has the technical experience to perform a wide variety of duties without instruction.
- Applies a range of well-developed skills to a variety of predictable problems and occasional unpredictable problems consistent with their knowledge.
- Is able to interpret available information, using discretion and judgement.
- Takes responsibility for their own work and outcomes to specified standards.
- May be required to work with and supervise individual students or groups of students.
- May support the Early Learning Centre Coordinator by working closely with individual and small groups of students on pre-pared and structured educational programs.
- May be expected to take a leading role when working with the Late Care Assistant – Early Learning Centre.

Duty Statement

- Assist in the preparation, implementation and evaluation of programs for individual or groups of children.
Programs must be developmentally appropriate and inclusive for children reflecting the multi-cultural and social nature of the community and in keeping with the National Quality Standard.
- Be responsible for recording observations of individual children or groups for program planning purposes for qualified employees.
- Work with individual children with particular needs.
- Form positive relationships and appropriate interactions with children and families.
- Implement positive behaviour management procedures.
- Supervise the Late Care Program in the absence of the Early Learning Centre Coordinator.
- Work with other team members in the inclusion, support and care of children.
- Support the inclusion of children with additional needs, including children with disabilities, children with complex health support needs and children from culturally and linguistically diverse backgrounds.
- Assist in the implementation of daily care routines.
- Develop awareness of and assist in maintenance of the health and safety of children in care.
- Interact with children in a positive, sensitive, and respectful manner.
- Refer families to senior employees in a sensitive, supportive, and professional manner.
- Understand and work according to the policies and procedures as trained and inducted associated with the children's program and the National Quality Standard.
- Actively contribute to the collaborative culture of the Service.



- Be responsible for safe food preparation, in accordance with food safety regulations, cleaning, gardening or general maintenance under guidance.
- Assist in ensuring that equipment is safely stored and well maintained.
- Assist in the preparation of materials and equipment and packing up of the indoor and outdoor environment as planned in the program.
- Closing the centre as required.
- Perform any other reasonable duties as required from time to time by the Principal.

Person Specifications

- Demonstrate a commitment to the Catholic and Dominican charism and ethos of the School through fostering the Four Pillars of Dominican life.
- Demonstrate support and application of the School's Vision and Strategic Plan
- Participate in the Dominican Formation Program.
- Demonstrate skill and knowledge for the purpose of early childhood learning and development.
- Bring energy and enthusiasm to their role.
- The ability to use initiative and work autonomously.
- The ability to build positive working relationships and communicate professionally with staff, parents, students, and members of the Blackfriars community.
- The ability to work effectively and flexibility in a team situation.
- The ability to relate to others with sensitivity, empathy, and diplomacy.

Specific Requirements

- Acquire and maintain valid status of:
 - Current Responding to Risks of Harm, Abuse and Neglect – Education and Care training.
 - Current 'Working with Children Check'
 - Current HLTAID012 Provide First Aid in an education and care setting qualification
 - CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

Education/Vocational Qualifications and Experience

- Either (essential):
 - Diploma of Children's Services (or actively studying the Diploma), or
 - 3rd year of Bachelor of Early Childhood Education
- Knowledge of Reggio Emilia approach to Early Years Education (desirable)
- Knowledge of Early Years Learning Framework (essential)
- Previous experience in a similar position in the Early Childhood sector (desirable)
- Knowledge of Catholic school procedures and protocols (desirable)



Work 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
- 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 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.