
Educator

Authority and Accountability

The Lutheran Church of Australia (LEVNT) is the Approved Provider for all Lutheran Early Childhood and School Aged Care Services. LEVNT manages the obligations of the Approved Provider (holds the Approved Provider's delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. LEVNT works to promote best practice and quality within each Service. Each Service provides opportunity for ministry and mission for the Church

- an outreach for the local Congregation, School/College and LEVNT.

The Service Leader shall abide by the constitution and by-laws of LEVNT, accept the policies and objectives determined by LEVNT and be consistent with principles of good practice in development and maintenance of professional relationships.

The incumbent will be expected to conduct their work in an atmosphere of Christian service in support of the Lutheran ethos, maintaining and implementing the mission and vision of the Service and LEVNT.

Qualifications and Requirements

Qualifications:

- Certificate III in Children's Services or equivalent (Minimum)
- Working with Children Check (from relevant state);
- Current Senior First Aid and CPR; Anaphylaxis and Asthma Management training

Role

The Educator:

- Works in conjunction with the Teacher/Lead Educator in charge, to plan, implement and evaluate a program of routines and developmentally appropriate activities which all provide for the development of the children in a stimulating and caring and secure environment.
- performs all responsibilities in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflicts of interest that may arise.

Key Responsibilities:

Christian Leadership:

- Foster and nurture the Christian foundation and environment of the Service.
- Participate at significant community and Church events such as family services, staff installations, Christmas concerts, anniversary celebrations, as required.
- Support mission and ministry to the staff and families at the Service, upholding the Lutheran ethos in conjunction with Service staff.



Laws, Regulations and Standards

Legislation

- Know, understand and have experience working with the National Quality Framework (NQF) and its national law system, including the various roles and responsibilities under the NQF.
- Assist to monitor and maintain Service practices consistent with all legislative requirements.

National Quality Standard

- Actively participate in the Service's Continuous Improvement processes including self- assessment against the NQS and critical reflection of Service practices.
- Assist in the development and updating of the Service's Quality Improvement Plan.
- Effectively participate in the assessment and rating process.

Reporting, Accountability and Compliance

- Ensure compliance with the National Quality Framework and all legislative requirements.
- Assist in the maintenance of all records and documents as per legislative and Approved Provider requirements.

Work, Health and Safety

- Know and understand Work, Health and Safety legislation.
- Ensure Work, Health and Safety procedures and practices are followed.
- Record and report Work, Health and Safety incidents to the Teacher/Lead Educator and Service Leader.

Governance and Management

Service Management

- Actively promote the Service to families and the wider community.

Policies and Procedures

- Implement the Service's policies and procedures at all times.
- Undertake policy reviews when required.

Administration

Administrative Duties

- Ensure all required documentation is current.
- Contribute to the completion of safety checklists on a daily basis, as required.

Service Delivery

Community Involvement and Communication

- Assist in the development and maintenance of effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program.
- Support the development and maintenance of effective community relationships and partnerships being aware of and responding to the diverse community needs.
- Provide input into regular communications with families.



**St John's
Primary School**
"Little Saints"
Small in Size – Mighty in potential!

Education and Care

- Support in the planning and delivery a high quality early childhood curriculum, using the relevant curriculum framework, maintaining all documentation required to support children's learning and development.
- Assist in planning and preparing the environment and cleaning away after activities.
- Work collaboratively as a member of a team and QLECS to maintain the highest possible standards of education and care.
- Facilitate positive and respectful relationships with all children.
- Support effective and appropriate behaviour guidance techniques and strategies.

Human Resources

Human Resource Management

- Support and facilitate individual and team performance improvement.
- Follow the Service's policies and procedures to resolve disputes and conflicts.

Professionalism/Professional Practice

- Commitment to ongoing learning and performance improvement.
- Participate in professional development planning for the Service.
- Engaging in personal and professional development to ensure a thorough knowledge of all aspects relating to early childhood education and the Service's operation.
- Support team building.
- Promote a positive Service culture.



**St John's
Primary School**
"Little Saints"
Small in Size – Mighty in potential!

POSITION TITLE Educator	TENURE Permanent
LOCATION Jindera NSW	TIME ALLOWANCE Full Time (1.0 FTE)
RESPONSIBLE TO Principal	SALARY LEVEL As per Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017

Applicants are asked to address the criteria within this document.

Your application should include:

- A cover letter – Tell us how you are the best person for this role.

Applications to be forward to:

Brad Moss | Principal

St John's Lutheran Primary School

154 Adams Street, Jindera, NSW, 2642

principal@stjls.nsw.edu.au

Applications close Friday 22 November 2019.

All enquires to the above address or telephone (02) 6026 3220