Position: Early Childhood Specialist Teacher
Reports to: Head of St Peter’s Early Learning Centre
FTE: Part Time (Monday-Thursday, 9.30am-2.30pm)

ROLE PURPOSE

Reporting to the Head of St Peter’s Early Learning Centre, the role of an Early Childhood Educator is to facilitate, support and enhance development and learning of both 3-4 and 4-5 year olds through the implementation of the Reggio Emilia approach to early childhood.

This position is for an enthusiastic, innovative and committed educator with the ability to cross specialise into fields including physical development, creative arts, music and library experiences.

ABOUT ST PETER’S EARLY LEARNING CENTRE

St Peter’s Early Learning Centre, a partnership in education between Loreto Mandeville Hall Toorak, St Kevin’s College and the Parish of St Peter’s provides a happy, nurturing, creative and challenging environment where boys and girls from three years of age can explore learning.

Our mission
- to nurture each child within a happy, nurturing, caring environment
- to develop as fully as possible the learning potential and self-worth of each child
- to provide a Catholic education for young learners in keeping with the ethos of the Institute of the Blessed Virgin Mary and Edmund Rice, the founder of the Christian Brothers.
- to develop the links to further the children’s education at a school espousing the same values as their experience at St Peter’s Early Learning Centre
- to provide broad, creative learning opportunities for all children
- to develop the understanding that we can all achieve in a variety of ways
- to develop the children’s confidence and self-image so that they can meet the challenges as citizens of the world in a responsible, sustainable, caring and compassionate manner

All staff play a crucial role in creating and fostering a positive and optimal learning environment for all of the children and their families. Staff are expected to understand and appreciate the mission of both schools and of St Peter’s Parish and endeavor to relate this into their teaching practices on a daily basis.

KEY CONTACTS

Internal:
- Principal (Loreto Mandeville Hall and St. Kevin’s College)
- Teachers (Loreto Mandeville Hall and St. Kevin’s College)
- Support Staff (Loreto Mandeville Hall and St. Kevin’s College)
- Students

External
- Parents
- Parish
POSITION DESCRIPTION

KEY RESPONSIBILITIES

Teaching and Learning
- Provide a planned, stimulating and engaging specialist program, including music, creative arts, physical development and library
- Provide reflective documentation of programs
- Work as a team to assist in the planning and implementation of an outstanding, challenging and supportive learning program based on developmentally appropriate practices
- Help to develop a stimulating learning environment by using a variety of styles and approaches to cater for children’s individual learning needs
- Maintain thorough records for each child including behaviour and learning experiences
- Promote and provide for opportunities for all children to develop an understanding of his/her own self-worth and relationship to the world which allow the children to experience Christian celebrations such as Christmas and Easter within the Catholic tradition
- Develop and maintain cooperative, supportive and professional relationships with parents at all times
- Assist in facilitating links with local universities and work with student teachers throughout the year
- Develop and maintain relationships and open communication with parents, colleagues and students
- Perform other duties as appropriate to the position and assigned by Head of Early Learning Centre

Pastoral Care/ Child Safety
- Actively participate and engage in the School’s pastoral care system which reflects St Peter’s values
- Implement strategies and expectations which promote a positive learning environment
- Provide children with a child-safe environment
- Ensure familiarity and compliance with the School’s Child Safe Policy, Code of Conduct and Procedures at all times.
- Proactively monitor and support children’s wellbeing
- Adhere to and implement all working practices and procedures in accordance with the Centre’s Risk Management and Occupational Health and Safety Policies
- Undertake regular training and professional development in Child Safety
- Actively support the strategic direction, vision and values of St Peter’s

Curriculum Engagement
- Create, evaluate and maintain online resources to enrich the curriculum in line with Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF)
- Work with colleagues to review current teaching and learning progress using student feedback and assessment data

Professional Development
- Be regularly involved in professional development activities to ensure teaching expertise is best practice in education
- Continue development of eLearning skills as technologies evolve
- Support collegial learning by acting as a mentor and supporting student teachers
- Actively participate and contribute in the school’s Performance Development and Coaching program
- Enrol in First Aid training and maintain its currency
- Participate and contribute to staff and school meetings
- Maintain an open door approach to classroom observations, sharing practice with colleagues.
- Continue to reflect upon classroom practice with a view to ongoing improvement and professional growth.

Co-curricular Engagement
- Fulfil co-curricular requirements in accordance with St Peter’s guidelines
- Oversee the revision and care of relevant equipment, materials and first aid requirements
- Participate actively in all aspects of St Peter’s beyond the classroom including sport, positive and/or cultural activities
POSITION DESCRIPTION

SKILLS /QUALIFICATIONS/KNOWLEDGE

Essential
- Bachelor of Early Childhood Education
- Proven expertise and knowledge the Reggio Emilia Educational Project and also Howard Gardiner’s Multiple Intelligences
- Passion and commitment for delivering a high quality education to young children
- A demonstrated ability to develop and foster a positive learning environment for all children and families
- A thorough understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and knowledge of the Early Years Learning Framework (EYLF) and National Quality Standards (NQS)
- A collaborative approach with colleagues in planning and delivering curriculum
- Excellent communication skills to a range of audiences.
- Proven experience in establishing and fostering relationships with students, staff and parents.
- Excellent time management and organisational skills
- Demonstrated desire to apply a growth mindset to professional development
- Commitment to actively participate in the co-curricular and pastoral activities of the Centre, Schools and Parish
- Current Teaching Registration (Victorian Institute of Teaching)
- Current First Aid Certification (Asthma and Anaphylaxis accredited)

St Peter’s Early Learning Centre is a Child Safe organisation with a demonstrated commitment to the safety and wellbeing of children with zero tolerance approach to the abuse of children in our care. The successful candidate will be required to support the Centre’s’ Child Safe policies and procedures.