



POSITION INFORMATION DOCUMENT

The aim for the Adelaide Church, its schools, parishes and services is to collectively engage with families to create communities of faith and wellbeing. The Church desires to connect across the lifespan of families from newborns and preschoolers, to primary and secondary students and into adulthood. Supporting families to make their lives happier and healthier as members of a vibrant Catholic community is key to living the vision of the Nazareth Catholic Community.

The Nazareth Catholic Community brings together families from the Sacred Heart Parish Hindmarsh-Findon, Albert Park/Pennington and Seaton parishes and engages with other parishes in the Western suburbs.

Nazareth connects with families in a whole-of-life journey to minister to their needs, by providing a range of integrated services and opportunities to support the spiritual, social, emotional and intellectual growth and wellbeing of its family members.

At the heart of Nazareth's vision is a community who gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant and diverse gatherings.

Lifelong opportunities for education and development are at the heart of this innovative endeavour.

Position Title:	Early Years Educator
Qualifications:	Certificate and Diploma qualified
Employment:	Permanent
Hours per Week:	Part time and full time

Our Vision

We are a Catholic community of welcome, connecting faith, family and education.

Our Mission

Inspired by Jesus of Nazareth and our patrons we are people of justice each committed to building community, nourishing family life and making the world a better place.

POSITION OVERVIEW

The Nazareth Early Childhood Centre (ECC) is a special place that values the wonder of childhood. We are a community that partners with parents to provide the best educational start for all children. The ECC is licensed for 100 children per day, from 6 months to school age, with approximately 200 children attending over the course of the week. We are blessed to be nestled amongst the many, and it is true here that, at the ECC, the village helps raise the child.

KEY WORKING RELATIONSHIPS (INTERNAL)

- Principal
- Early Years Directors
- Assistant Early Years Director
- ECC staff team
- Children and families
- Nazareth College and Community Staff

KEY WORKING RELATIONSHIPS (EXTERNAL)

- Catholic Education SA
- Universities
- Other Early Years Services

KEY RESPONSIBILITIES/DUTIES

As an Early Years Educator at Nazareth Catholic Community, you will:

- Work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

As a staff member (Early Years Educator) at Nazareth Catholic Community you will:

- Work in accordance with the Vision, Mission and Values and Aspirations of the Nazareth Strategic Plan.
- Actively support, uphold and contribute to the Catholic identity and ethos of the Nazareth ECC and the wider Nazareth Community.
- Demonstrate a deep knowledge of contemporary pedagogy, in particular the Reggio Emilia principles.
- Have practical knowledge of the Early Years Learning Framework and National Quality Standards.
- Be responsible for the confidentiality and accurate documentation of both the child and family's information, under guidance from the Team Leader.
- Be an active member of the ECC team, assisting in the delivery of a high quality innovative early childhood program.
- Demonstrate at all times, support of the Nazareth vision, aims, policies and procedures whilst undertaking duties in a competent manner.
- Ability to build positive respectful relationships and interact appropriately with everyone.

- A commitment to continual learning through professional development to increase knowledge and skills relating to the needs of children.
- Possess effective communication and interpersonal skills to engage with colleagues, children and families to develop and maintain positive and inclusive relationships.
- Inform and consult with the Team Leaders or the Early Years Director of any concerns regarding the welfare and wellbeing of children.
- Perform duties in a responsible and timely manner.
- Provide a welcoming learning environment that is both stimulating and challenging.
- Attend and participate, when required, in team and staff meetings, forums and activities.
- Share responsibility for maintaining high standards of safety and hygiene and contribute to an aesthetically pleasing environment.
- Ensure that accurate records are kept in regard to attendance, accident, incident, injury, illness and medication.
- Have the ability to work in a flexible team environment.
- Demonstrate a passion for community and show a willingness and capacity to contribute to the ECC and Nazareth Catholic Community.
- Carry out other duties as determined by the Team Leader, Early Years Director and/or Principal.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

As a staff member (Early Years Educator) at Nazareth Catholic Community you will:

- Have a Diploma of Children's Services or Certificate III in Early Childhood Education and Care.
- Applicants studying a Bachelor of Early Childhood are encouraged to apply.
- Possess excellent interpersonal and communication skills e.g. well presented, respectful, friendly, and courteous.
- Have highly developed spelling, grammatical, language, organisational and planning skills.
- Be a proactive advocate for self-improvement and the improvement of workplace practices.
- Screening clearance to work in Catholic Education SA.
- Approved Mandatory Notification training
- Have relevant First Aid Training.

Additional information

- Annual sign off is required for:
 - CESA Code of Conduct
 - Protective Practices
 - Nazareth ICT Agreement

WORK HEALTH AND SAFETY

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 27 and 28 WHS Act 2012