

JOB DESCRIPTION

Job Title:	ELC Room Leader (Diploma-qualified or NT TRB-registered)
Job Type:	Full-time
Salary Classification:	NT Christian Schools AO2,3 – AO3,1 or CT1 – CT9 scales
2018 Salary Range:	\$54,398 - \$58,006 (6 weeks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Kingdom Kids Early Learning Centre – Marrara
Responsible to:	Centre Director
Date Advertised:	November 2018

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Primary role

The Early Childhood Educator is responsible to support the Director in the day to day operation of the Early Learning Centre in accordance with NT Christian Schools policy and Government Regulations and is answerable to the Principal, through the Centre Director.

Responsibilities and Duties

Assist the Director in the day to day operations as follows:

- Ensure the Centre adheres to all relevant QECNT regulations and policy statements
- Contribute to the Assessment and Rating inspections
- Assist with ongoing administration requirements
- Be responsible for developing, planning and supervising the implementation of educational and/or developmental programs for 3-5 year olds in conjunction with other staff, following the Walker Learning Approach pedagogy

- Provide leadership and mentoring to other staff
- Write reports as required
- Take initiative in ensuring daily tasks are completed
- Attend weekly staff meetings
- Attend all monthly Early Years Hub meetings wherever possible
- Assist Director with other duties as required

Selection Criteria

Essential

- Demonstrate an active Christian commitment
- Degree in Early Childhood or equivalent (minimum of Diploma)
- Current First Aid Certificate that meets ACECQA requirements
- Current police check and NT Working with Children Clearance (Ochre Card)
- Experience in dealing with young children 3-5 years
- Excellent communication skills
- A commitment to quality Christian care for families
- Ability to reflect the Christian faith underpinning the ELC and College
- A commitment to work as part of a team
- Work without direct supervision
- Ability to teach according the Walker Learning Approach and the Early Years Learning Framework

Desirable

- Experience in the childcare industry
- Experience with the Walker Learning Approach pedagogy

Note

Kingdom Kids ELCs pride themselves on being Centres of Excellence who reflect professional integrity in all they do. As such, staff at the ELCs are required to wear clothing that is modest, sun safe and meets WHS requirements. This includes closed in shoes or sandals and t-shirts/capped sleeve shirts (no singlets). All staff are provided with a Kingdom Kids shirt for use during their period of employment, which they are strongly encouraged to wear daily as it meets these requirements and also makes staff easily identifiable to our children and their families. Further shirts can be purchased at a discounted rate.