

# Duty Statement

## Educator



# Little Saints

*Little Saints, in partnership with All Saints' College, its families, community and the Anglican Church, believes that our youngest children are capable and unique. We create an environment that allows our children to grow and develop amongst caring and responsive relationships allowing them to grow in confidence, capability and with respect to their individual journey.*

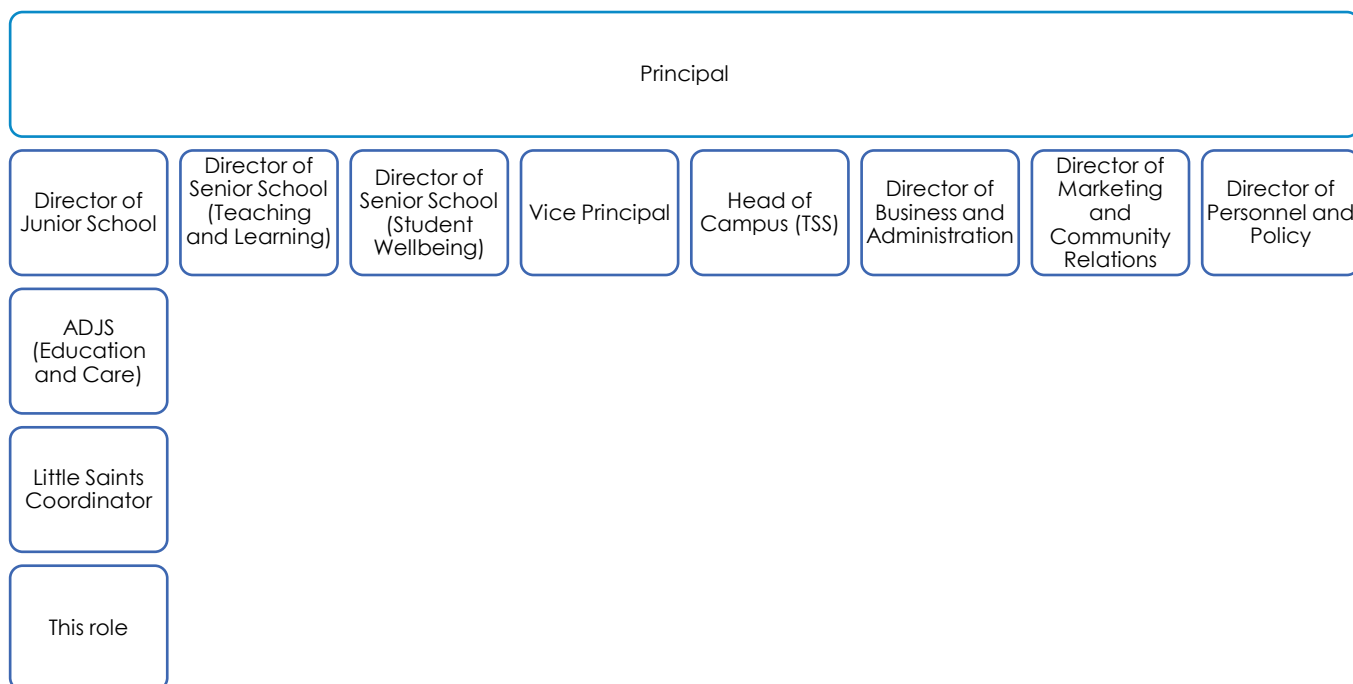
### POSITION PURPOSE

What would I want, what would I do, if this were my child?

At Little Saints we recognise that relationships sit at the heart of all that we do. Our approach is respectful of families as the first and most influential teacher of our children and we value these important partnerships. We seek to provide a secure and safe environment where little moments are valued connecting learning and growth through the power of play and connection. Our focus is on the holistic development of each child, recognising that whilst milestones will be consistent each individual learning journey will be unique.

Our Educators are an essential part of our team who work in collaboration with the Little Saints Coordinator, Pedagogical Lead and our Lead Educators to provide high quality education and care for our children.

### ORGANISATION STRUCTURE



## KEY RESPONSIBILITIES

Recognising that relationships are at the heart of all we do, all Little Saints staff are committed to a philosophy of responsive and caring connection, delivering a high quality of care in an engaging environment that promotes the learning and development of the whole child.

### Relationships

- a) Build strong, nurturing relationships with all children whilst serving as the primary point of contact, key advocate and primary carer for specific individual children.
- b) Develop collaborative and positive relationships with families, maintaining open communication and sharing information about children's learning and development.
- (a) Recognise your individual capacity to contribute to the culture of our Little Saints' community keeping ERIC\* in mind when interacting with all other team members.
- (b) Prioritise connection and communication, demonstrating a deep knowledge of the 100 languages of individual children.

### Facilitation of Learning

- a) Create an environment that is safe, engaging, calm and positive demonstrating agility and responsiveness to the changing interests and developmental needs of children.
- b) With guidance from your Lead Educator and the Pedagogical Lead work in collaboration with your team to plan for and lead opportunities for learning and development that are based on children's current play, interests and personalised goals.
- c) Demonstrate a solid understanding of the Early Years Learning Framework, along with other relevant research to guide curriculum planning and documentation.
- d) Provide attentive and nurturing care to children's physical and emotional needs documenting observations and daily routines using OWNA and in face-to-face communication with families.
- e) Regularly observe and document children's behaviours, interests and developmental progress, and use this information to inform intentional learning opportunities for the group and as part of individualised learning plans.
- f) Plan and implement developmentally appropriate activities and experiences based on children's interests, developmental needs, and learning goals, following the Little Saints educational philosophy and curriculum framework.
- g) Create opportunities for wonder, joy and deep engagement using elements of inquiry pedagogy and a cycle of planning that demonstrates reflective practice.
- h) Be responsive to the little moments that provide significant opportunity for learning and development as children engage with daily experiences, transitions and routines.

### Communication

- a) Maintain high professional standards demonstrating excellent communication, interpersonal, and collaborative skills while working effectively within a team-oriented environment.
- b) Proactively seek opportunities to connect and communicate with families.
- c) Communicate respectfully and with care to all members of our community.

## Collaboration

- d) Ensure compliance with relevant legislation, regulations and National Quality Standards pertaining to childcare and early childhood education.
- e) Contribute productively and proactively to the development of our Quality Improvement Plan (QIP) demonstrating critical reflection and a commitment to ongoing improvement.
- f) Actively engage in room meetings along with taking opportunities for regular collaboration, communication and reflection relating to your room.
- g) Modelling ERIC\* consistently act as a role model for all team members.

## Staff Expectations

- (a) Serve as a good ambassador of Little Saints. This includes conducting oneself in accordance with the professional standards of Little Saints and All Saints' College.
- (b) Take an active part in the general life of Little Saints — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education and care within our service.
- (c) Attend staff meetings as required and, on occasions, extraordinary meetings. Paid staff meetings will occur outside of operating hours.
- (d) Ensure all children and parents are provided with quality service in a timely, efficient and friendly manner.
- (e) Maintain professional confidentiality concerning information about staff and/or children.
- (f) Strive to implement productivity, quality, and service improvements on a continual basis.
- (g) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (h) Demonstrate a growth mindset, modelling the disposition of a lifelong learner and an ongoing commitment to your own professional growth.
- (i) Comply with Workplace Health and Safety requirements in the workplace.
- (j) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (k) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of Little Saints.
- (l) On occasions, you may be directed to undertake other duties as required.

\*ERIC: our College values of empathy, respect, integrity and courage.

## Selection Criteria

### Essential

- Minimum Certificate III in Early Childhood Education and Care
- A Current Working with Children Check
- The right to work in Australia

### Desirable

- Current First Aid and CPR Qualification- Education and Care or willingness to gain
- Asthma and Anaphylaxis management training
- Child Protection Training

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

May 2024