Duty Statement

Early Childhood Teacher (Pedagogical Lead)

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.

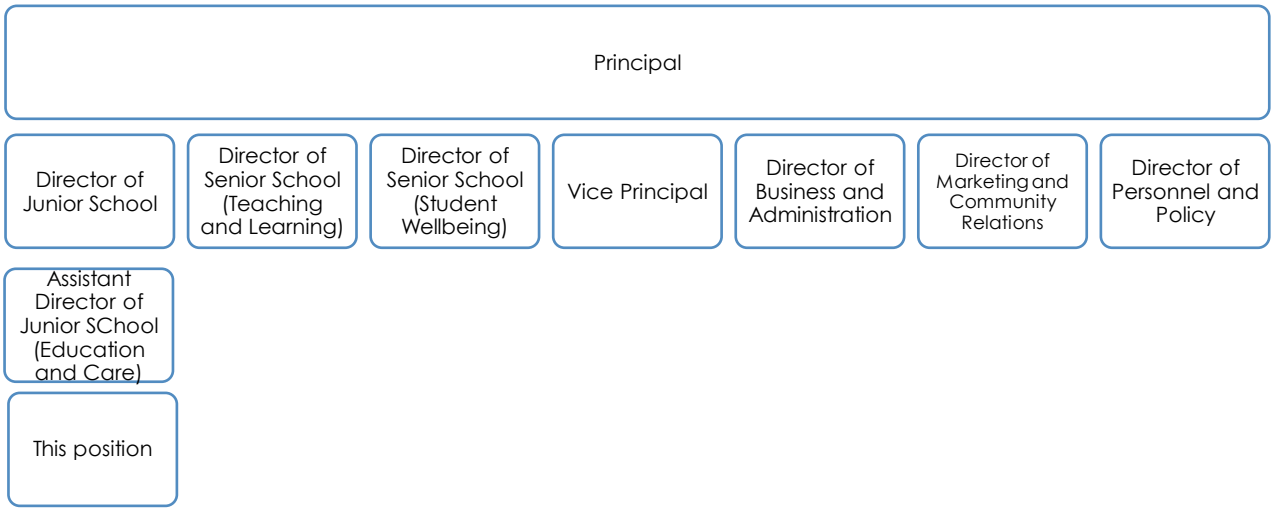
POSITION PURPOSE

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 Early Childhood Teacher is an essential part of our team who work in collaboration with the Little Saints' Coordinator and the Pedagogical Lead to provide high quality education and care for our children. Leaders within Little Saints, they are responsible for supporting the on-going development of our educators and taking a lead role in the day-to-day learning and development of all children in their care.

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.

Our Early Childhood Teachers will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

Learning and Curriculum Development

(a) With the support of your teaching team plan for and implement opportunities for learning and development that are based on children's interests and personalised goals in alignment with Little Saints philosophies and pedagogy.

(b) Demonstrate a solid understanding of the Early Years Learning Framework, along with other relevant research to guide curriculum planning and documentation in relation to children's physical, social, spiritual, emotional and cognitive learning.

(c) 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.

(d) Create opportunities for wonder, joy and deep engagement using elements of inquiry pedagogy and a cycle of planning that demonstrates reflective practice.

Implementation

(a) Contribute to and create an environment that is safe, engaging, calm and positive demonstrating agility and responsiveness to the changing interests and skills of children.

(b) Carefully and mindfully navigate routines, transitions and rituals to support children's sense of belonging allowing ultimate conditions for learning.

(c) Facilitate appropriate individualised intervention or extension for children based on their current stage of development.

(d) Use a range of developmentally appropriate assessment and evaluation techniques to provide multiple opportunities for students to demonstrate knowledge and skill.

(e) Acknowledge that assessment and evaluation are important and integral parts of the teaching/learning process and keep up-to-date student records on each student's learning.

(f) Develop programs that utilise the EYLF Cycle of Planning in a manner that is both developmentally appropriate and caters to the learning of individuals and the group.

(g) Communicate children's progress to parents through both formal and informal means.

Wellbeing and Care

(a) 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.

(b) Build strong, nurturing relationships with all children whilst serving as the primary point of contact, key advocate and primary carer for specific individual children.

(c) Ensure compliance with relevant legislation, regulations and National Quality Standards pertaining to childcare and early childhood education.

(d) Relay concerns regarding particular children to Director of Junior School, Assistant Director of Junior School (Education and Care), Little Saints Coordinator, Chaplain, or Principal as appropriate in accordance with College procedures.

Administration

(a) Contribute productively and proactively to the development of our Quality Improvement Plan (QIP) demonstrating critical reflection and a commitment to ongoing improvement.

(b) Report informally and formally regarding children's progress using childcare management system and Little Saints reporting methods.

(c) Demonstrate a growth mindset, modelling the disposition of a lifelong learner and an ongoing commitment to your own professional growth.

(d) Maintain high professional standards demonstrating excellent communication and interpersonal skills while working effectively within a team-oriented environment.

(e) Communicate respectfully and with care to all members of the Little Saints community.

(f) Attend out of hours Staff Meetings as scheduled.

(g) Carry out extra duties as required; for example grounds duty, internal relief, special Chapel services, parent information evenings, College functions, fellowship events, staff meetings, departmental meetings and the End of Year Junior School Celebration (attendance at the End of Year Presentation is compulsory for all teaching staff).

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.

(a) 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.

(b) Attend staff meetings as required and, on occasions, extraordinary meetings. Staff meetings will occur outside of operating hours.

(c) Ensure all children and parents are provided with quality service in a timely, efficient and friendly manner.

(d) Maintain professional confidentiality concerning information about staff and/or children.

(e) Strive to implement productivity, quality, and service improvements on a continual basis.

(f) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.

(g) Demonstrate a growth mindset, modelling the disposition of a lifelong learner and an ongoing commitment to your own professional growth.

(h) Comply with Workplace Health and Safety requirements in the workplace.

(i) 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.

(j) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of Little Saints.

(k) On occasions, you may be directed to undertake other duties as required.

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

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

November 2026