



# Position Description

## EEC Educator

**OMNIA SUPERAT DILIGENTIA**  
DILIGENCE OVERCOMES ALL  
OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Vision*

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Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

### *Our Mission*

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Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

### *Our Aspiration*

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By 2022, our school aims to be an outstanding\* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(\*Outstanding - as defined by the National School Improvement Tool)

### *Our Values*

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- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

### *Our Growth Strategy*

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To further improve educational outcomes, increase enrolment and non-enrolment revenue and contain costs without compromising the quality of education.

### *Location*

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Telephone:	+61 7 3454 4447
Facsimile:	+61 7 3454 4480
Email:	<a href="mailto:principal@iggs.qld.edu.au">principal@iggs.qld.edu.au</a>
Website:	<a href="http://www.iggs.qld.edu.au">http://www.iggs.qld.edu.au</a>

<b>THE ROLE</b>	
<b>Position Title:</b>	EEC Educator
<b>Department:</b>	Early Education Centre
<b>Reports to:</b>	Director of Early Education Centre, Head of Junior School
<b>Location:</b>	Early Education Centre
<b>Classification:</b>	Assistant Child Care Worker - Qualified Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021
<b>Hours:</b>	Casual

### *Your Opportunity*

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As an Early Education Centre Educator you will:

- Assist in the delivery of the EEC curriculum in a coeducational learning environment to an early years class (Early Years Learning Framework)
- Assist in the operation of the Before and After Centre Care program.

Under the direction and supervision of the Director of the EEC, the EEC Educator will assist with:

- Developing and improving all aspects the Early Education Centre
- Implementing and promoting Ipswich Junior Grammar School aims within the Early Years
- Managing the daily operation of the EEC
- Maintaining a positive Junior School campus climate
- Continuing the development of the Early Years curriculum and a positive learning environment
- Ensuring the individual learning styles and needs of students are met through the curriculum, classroom practice and learning support
- Ensuring that the students of the Junior School understand and follow the established behavioural guidelines
- Implementing procedures and programs which focus on pastoral support of the students and staff.

As the EEC Educator you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

### *Typical Duties/Skills*

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Duties would include, but not be limited to, some or all of the following:

- Assist in the implementation of the early childhood program under supervision and implement daily routine
- Ensure the health and safety of the children in their care and give each child individual child attention and comfort as required
- Work in accordance with the licensing requirement of the Education and Care Services National Law (Qld) Act 2011
- Understand and work according to the Centre or service's policy
- Perform general duties associated with the operation of the Centre, including but not limited to all aspects of food preparation, service and cleaning/maintenance of all areas of the Centre (internal and external).
- Co-ordinate and direct activities of unqualified workers engaged in the implementation of programs and activities in group settings
- Liaise with parents and pass on information to teachers
- Ensure a safe environment is provided for the children

- Ensure that records are maintained and are up to date concerning each child in their care
- Assist in the development, implementation and evaluation of daily routines
- Ensure the centre or service's policies are adhered to

### *Your Role*

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- Ensure state regulations, accreditation standards and the goals of the EEC are adhered to at all times
- Be responsible for the safety of children at all times
- Provide assistance through the preparation of resources for all activities and cleaning of areas at the completion of activities
- Maintaining and cleaning resources as required
- Monitoring, evaluating and reporting on student progress
- Liaise with parents and pass on information to teachers
- Maintaining accurate records of student attendance, progress and reporting anecdotally and photo evidence to the teacher from observations made about children's progress
- Fostering a supportive classroom climate which enhances student growth and confidence
- Attendance at parent-teacher, staff and department meetings and other scheduled meetings as required
- Assisting in the operation, management and program delivery of Before and After Centre Care

### *Occupational Health and Safety*

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All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Ensure at all times that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

### *Competency Required*

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- Be the holder of, or obtain, a Working with Children Suitability Card (Blue Card)
- Experience and knowledge in Early Childhood Education with knowledge of Early Education regulations and legislation
- Good organisational skills with the ability to promote an environment of dynamic, active and challenging learning
- Ability to assist in the implementation of current work programs in the classroom and willingness to participate in the review and improvement of current programs
- Ability to develop effective working relationships and rapport with students and staff as well as developing confidence and self-esteem in students and to act as a role model in presentation, action and communication
- Ability to use a wide range of strategies to cater for diverse student learning needs and to effectively monitor student progress
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents and all school personnel
- Willingness to participate in professional development activities and co-curricular activities of the school
- Willingness and ability to use technology for clerical tasks and communication

### *Formal Qualifications*

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- Holds a one (1) year full-time or two (2) years part-time Certificate III or Diploma qualification in the early childhood area (or its equivalent) from an accredited tertiary institution.

### *Selection Criteria*

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Within the context of the duties described above, the ideal applicant will be someone who has:

1. The ability to work as part of a dynamic team of educators and childcare professionals
2. Knowledge of child development, current childcare practices, and early childhood pedagogy
3. Effective communication and interpersonal skills
4. The ability to relate well to children and parents

5. The ability to exercise sound judgement and carry out instructions

### *Blue Card*

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Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard).

### *Authorisation*

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I hereby agree that this Position Description accurately reflects my work requirements.

**Employee**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Director of  
People & Culture**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date