Applications are invited for the position of:

Early Childhood Educator – Preschool to Year 2

School Section: Primary School, Early Learning Centre, Red Hill Campus

Reports to: Head of Primary, through Director of CGS Care

Employment Basis: ☒ Full-time ☐ Ongoing
☐ Part-time ☒ Non-ongoing

Term 3 and 4 2016

Start Date: Term 3, 2016 (Tuesday, 19th July 2016)

Applications close: Tuesday, 15th March 2016 at 9:00am

About the School

Canberra Grammar School is an Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

The School is in the process of becoming fully co-educational. It educates boys from Pre-School to Year 12 and is currently extending its offering to girls, who have been educated in the Primary School since 1975 and who will now be represented across the range of School life by 2020.

The School respects and nurtures all students as individuals, seeking to inspire, support and celebrate the efforts of all in realising their intellectual, spiritual, cultural, social and physical aspirations.

Building on the professional expertise of its staff, the commitment of its community and the resources of the nation’s capital, Canberra Grammar School aims to be the most dynamic and distinctive centre of learning in Australia.

CGS is a vibrant and rewarding place in which to work. To find out more about our strong commitment to professional development, the employment process, or living in Canberra, please visit CGS.ACT.EDU.AU/EMPLOYMENT

Further information about the School is available at CGS.ACT.EDU.AU

General

Child Care Educators provide a warm and stimulating environment for young children attending the before school, after school, and holiday programs. In delivering childhood programs, they provide individual attention to children, and liaise with their families.

Duties

Under supervision, the incumbent undertake the following duties:

- assist in the preparation and implementation of programs suited to the needs of individual children and groups
- implement daily routines
• be responsive to each child and comfort as needed
• assist in the observations of the children and reflection of the program
• liaise with families on arrival and departure.

General Responsibilities
As an educator, the role-holder will be expected to:

• work in accordance with the licensing requirements under the Act
• understand and work according to the School’s policy
• be committed to professional excellence and on-going professional learning
• comply with the School’s Code of Conduct and with the School’s policy and regulatory requirements
• respect and uphold the School’s Anglican values and ethos, while also respecting people of all backgrounds and faiths within the School community
• safeguard and promote the welfare of children.

Selection Specifications
The following attributes are essential:

• initiative and good judgement
• well-developed communication skills
• well-developed skills for working both as part of a team and under broad supervision and direction
• an interest and commitment to working with young children

The following attributes are desirable:

• previous experience working with children
• Certificate 3 in Children’s Services/Early Childhood Education and Care, or be studying towards a qualification in education.
• knowledge of the Early Years Learning Framework
• knowledge of My Time Our Place Framework
• knowledge of the National Quality Standards and regulations.

The role holder must:

• comply with the School’s Code of Conduct and with the School’s policy and regulatory requirements
• respect and uphold the School’s Anglican values and ethos, while also respecting people of all backgrounds and faiths within the School community
• maintain continuous Working with Vulnerable People registration under the Working with Vulnerable People (Background Checking) Act 2011 (ACT).
Terms and Conditions

This role is fulltime, temporary starting Term 3 2016 until end of 2016.

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks, and all teachers at the School must have teacher registration, provisional registration or a permit to teach issued by the ACT Teacher Quality Institute prior to starting their employment.

Canberra Grammar School is a respondent to the Independent Schools ACT Standards Model (Support Staff) Multi Enterprise Agreement 2012 – 2016. A copy of the Agreement is available from the Human Resources Manager.

Applications and Information

All applications must be submitted using the School's online application form, located on the job advert on CGS.ACT.EDU.AU.

For further information, please contact the Human Resources Office via:

- employment@canberragrammar.org.au
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia