



Applications are invited for the position of:

Child Care Educator Level 3

School Section:	Primary School, Early Learning Centre
Reports to:	Head of Primary School through Director of CGS Care
Employment Basis:	Casual, Hours 3:00pm to 6:00pm

About the School

Canberra Grammar School is a co-educational Pre-School to Year 12 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.

CGS is a vibrant and rewarding place to work, and we're seeking staff who are engaging, interesting, innovative, and who are committed to helping our students be ready for the world.

CGS is an employer who promotes staff excellence and offers a range of additional benefits, including various professional development opportunities; superannuation of 11.5% (for permanent staff); a range of salary sacrifice benefits; access to the health clinic and annual influenza vaccinations, staff organisations/associations and representation, an employee assistance programme. And staff awards programme; and many other benefits which you can read about [here](#).

To find out more about the School please visit CGS.ACT.EDU.AU

General

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

Duties

Under supervision, the incumbent undertake the following duties:

- preparation, implementation and evaluation of programs suited to the needs of individual children and groups under supervision
- be responsible for reporting observations of individual children under supervision
- develop, implement and evaluate daily routines
- be responsible for groups of children in care
- be responsive to each child and comfort as needed
- ensure the health and safety of the children in care
- co-ordinate and direct the activities of unqualified educators
- liaise with families
- ensure records are maintained and up to date concerning children in care
- be responsible for the assessment of students on placement under supervision



General Responsibilities

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

- work in accordance with the licensing requirements under the National Quality Standards
- 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 supervision and direction
- an interest and commitment to working with young children
- Certificate 3 in Children's Services/Early Childhood Education and Care

The following attributes are desirable:

- understanding of the Early Years Learning Framework
- understanding of My Time Our Place Framework
- understanding of the National Quality Standards and regulations
- first aid certificate with anaphylaxis and asthma management training

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

Casual hours of work will be 3:00pm to 6:00pm

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks.

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