



Job & Person Specification: Early Childhood Educator

Position Details

REPORT TO:	ELC Executive Director
FTE:	As negotiated
CLASSIFICATION LEVEL:	Level 1.3 to 4.2, commensurate with qualification and experience.

Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Early Childhood Educator position is based at Sunrise Christian School Early Learning Centre and is accountable to the ELC Director.

Position Overview

Position Summary	As an Early Childhood Educator (ECE), you will work under the guidance of the Team Leader, Teacher, and Director to deliver and support an age-appropriate program aligned with the learning framework. With a strong understanding of the National Quality Framework and the Early Years Learning Framework, you will help foster positive, nurturing relationships between staff, families, and children. Mutual respect and collaboration will be key to ensuring the best possible outcomes for every child.
Reporting / Working Relationships	<ul style="list-style-type: none">Early Childhood Educators are accountable to and under the direction of the Director or delegate. Early Childhood Educators should maintain and foster positive relationships with all staff.
Special Conditions	<ul style="list-style-type: none">Some out of hours work may be required.



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Key Responsibilities

KEY RESPONSIBILITIES	RELATED TASKS
Tasks	<ul style="list-style-type: none">• Assist in implementing and evaluating developmentally appropriate programs for individual children and groups.• Ensure a safe and healthy environment for all participants.• Communicate effectively with families to support children's learning and development.• Contribute to the service's efforts to exceed quality assurance standards.• Support the smooth operation of the room in line with relevant regulations, policies, and procedures, under the direction of the Lead Educator.• Maintain accurate records for each child in your care.• Adhere to the Centre's policies and procedures at all times.• Record observations of individual children and groups to assist in program planning.• Under direction, work with individual children with particular needs.• Provide guidance to untrained staff as required (minimal).• Ensure compliance with food safety regulations.• Supervise children in both indoor and outdoor areas, including tasks like retrieving equipment from the shed and walking on varied surfaces.• Perform physical tasks such as preparing and running activities, sitting and reading with children, and playing games.• Assist children as needed, including administering first aid, participating in activities, packing away resources, and gardening.



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	<ul style="list-style-type: none">• Support children with personal care tasks such as nappy changes, clothing changes, handwashing, and mealtimes.• Undertake general cleaning duties such as wiping tables, cleaning spills, and tidying up after activities.• Ensure accurate and detailed records of any incidents, injuries, trauma, or illness are kept, and notify families as soon as possible or within 24 hours.• Follow procedures to ensure all visitors to the service are supervised at all times.• Report any required repairs or maintenance to the Lead Educator or Director/Nominated Supervisor.
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Person Specification

Essential Minimum Requirements

Qualifications	<ul style="list-style-type: none">• Possession of an Early Childhood Education Qualification, with a minimum requirement of a Certificate III in Children's Services or equivalent.
Compliance	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none">• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.• Proof of completion of Responding to Risks of Harm, Abuse & Neglect will be required at commencement of employment.• Sexual Harassment Awareness Training.• Protective Practices Training.• Current First Aid and CPR certificates.• Food Safety Training.
Experience	<ul style="list-style-type: none">• No experience is required but is highly desirable.



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Knowledge	<ul style="list-style-type: none">• To be competent in the National Quality Framework, Standards and Early Years Learning Framework.
Skills & Abilities	<ul style="list-style-type: none">• Child-focused mindset.• Strong organisational skills with the ability to maintain focus.• Physically fit and capable of assisting with everyday tasks.• Effective verbal and written communication skills.• Ability to work collaboratively as part of a team.• Driven and proactive, demonstrating initiative.• Eagerness for ongoing training and professional development.• Motivated and passionate about the care and education of children.• Active problem solver.• Capable of physically supporting children during emergencies, including evacuating them as needed.
Personal Attributes	<ul style="list-style-type: none">• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.• An established faith and active involvement in a local church.• A proven lifestyle founded on Biblical Christian principles.• A life that demonstrates the indwelling of the Holy Spirit.• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.• Desire to provide the highest quality of service every day.• Reliability and dependability.• Visionary mindset.• Willingness to assume the role of Responsible Person under the Education and Care Services National Law



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	Application Bill 2010 and Education and Care Services National Regulations, if required.
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Desirable Characteristics

Experience	<ul style="list-style-type: none">• Previous experience working as an ECE is preferable.
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The requirements of this job and person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job and person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The ELC Executive Director may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: 
Executive Director Sunrise Christian School ELC

Date _____

Accepted by: _____
Applicant

Date _____