



POSITION DETAILS

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	If Teacher qualified: Teacher's Band 1 Level 3-11 commensurate with experience. or If possessing a Diploma in Early Childhood Education: Level 4.1 of the Outside School Hours Care Non-Teaching Employees Classification Structure.

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 Educational Playgroup Coordinator is accountable to the Principal.

POSITION OVERVIEW

Position Summary	The Educational Playgroup Coordinator is responsible for coordinating and implementing the program, designed for children aged 6 months to preschool age. The program aims to inspire a love of learning in young children while creating a pathway for future enrolment at Sunrise Christian School Naracoorte.
Reporting/ Working Relationships	<ul style="list-style-type: none"> • Reports to the Principal or delegate, following the school's direction and ethos. • Collaborates with the Reception teacher to align with school readiness programs. • Maintains positive relationships with staff, families, community members, and external agencies. • Coordinates with volunteers to manage the morning tea roster.



KEY RESPONSIBILITIES

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<p>TASKS</p>	<p>You will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none"> <p>• Program Development & Delivery:</p> <p>Design and facilitate a high-quality, purposeful program incorporating group activities, songs, dance, drama, puppetry, art, craft, and storytelling. The program will focus on pre-literacy, pre-numeracy, and social-emotional learning aligned with the Early Learning Outcomes.</p> <p>• Curriculum Knowledge:</p> <p>Stay current with relevant curriculum frameworks, such as the Early Years Learning Framework, as required by the school and other relevant statutory bodies.</p> <p>• School Integration:</p> <p>Foster strong connections with the primary school, particularly by collaborating with the Reception classroom and school readiness programs. This may include joint sessions focusing on literacy (phonics), numeracy, and class reading activities.</p> <p>• Themed Learning Activities:</p> <p>Develop themed activities aligned with school programs such as the Stephanie Alexander Kitchen Garden Program and the nature playground. These activities will teach basic cooking skills, encourage outdoor learning, and utilise the nature playground for hands-on exploration.</p> <p>• Community Engagement:</p> <p>Build and maintain strong relationships between the school, families, and the wider community in line with the school's ethos. Engage with local groups and individuals to enhance the program and work closely with families and external agencies for ongoing collaboration.</p>



	<ul style="list-style-type: none"> • Volunteer Coordination: Oversee and manage the morning tea roster in partnership with local church members and parent volunteers. • Child Support: Create supportive learning environments, providing meaningful interactions with children across a variety of settings to enhance their developmental experience. • Curriculum Evaluation: Continuously develop and assess the effectiveness of the learning experiences offered, using observation and feedback to monitor and adjust the teaching program. • Program Growth: Strategically plan for the future of the program, focusing on maintaining and increasing attendance, with the goal of supporting future Reception enrolments.
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PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none"> • A Diploma in Early Childhood Education and Care (or equivalent) or Current registration to teach in a South Australian school. • Completion of Responding to Risks of Harm, Abuse, and Neglect in Education and Care (RRHAN-EC) training. • A valid and satisfactory Working with Children Check (WWCC) is required at the start of employment. • Protective Practices training
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Strong organisational skills with the ability to stay focused on tasks. • Physically capable of performing day-to-day duties.



	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Ability to work effectively within a team environment. • Proficient in computer skills and technology use. • Self-motivated with a strong commitment to the program's success. • Eager to pursue ongoing professional development and learning opportunities. • Passionate about the education and care of young children. • Able to work independently, demonstrating initiative and autonomy. • Accountable for actions and proactive in solving problems.
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. • A mature 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.
KNOWLEDGE	<ul style="list-style-type: none"> • Competency in the Early Years Learning Framework.

DESIRABLE CHARACTERISTICS

QUALIFICATIONS	<ul style="list-style-type: none"> • First aid certificate (including HLTAID012) • Food Safety Training
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience in a similar environment would be an advantage.



The requirements of this job & 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 & 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 Principal 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: _____

Principal Sunrise Christian School

Date _____

Accepted by: _____

Applicant

Date _____