



**Sunrise Christian School**

EARLY LEARNING CENTRES

**Corporate Services**

Level 2, 305 Goodwood Rd,  
Kings Park, SA 5034

P 08 8465 6000

E [elc.info@sunrise.sa.edu.au](mailto:elc.info@sunrise.sa.edu.au)

[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

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**Sunrise Fullarton ELC**

95 Wattle Street,  
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**Sunrise Paradise ELC**

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**Sunrise Morphett Vale ELC**

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**Sunrise Whyalla ELC**

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# SUNRISE CHRISTIAN SCHOOL

## EARLY LEARNING CENTRE

### Early Childhood Educator

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres (ELCs), Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA.

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 Schools are separately registered, and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our ELCs are managed by a Regional Director who is assisted by an ELC Director at each location.

The primary corporate service functions of ACS are based at both our Goodwood Road office and the Mile End Campus of Temple Christian College. ACS have developed a number of shared corporate services and staff at the two locations work closely together in a team environment which supports Senior Management, the School Board, ELC Board and the strategic direction of ACS.

The ELCs' Early Childhood Educators are employed by Adelaide Christian Schools Early Learning Centres and are accountable to the Director.



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## JOB SPECIFICATION

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### OVERVIEW

An Early Childhood Educator (ECE) will work under the direction of the Team Leader, Teacher and Director of the service to support and implement an age appropriate program and learning framework. You will have a sound understanding of the National Quality Framework and the Early Years Learning Framework and be required to support nurturing relationships between staff, families and children, while showing respect toward one another to provide the best possible outcomes for each and every child.

### KEY RESPONSIBILITIES

- Assist in the implementation and evaluation of developmentally appropriate programs for individual children or groups
- Provide a safe and healthy environment for all involved
- Liaise with families
- Ensure that the service exceeds quality assurance requirements
- To ensure that records are maintained accurately for each child in their care
- Ensure that the centre or service's policies and procedures are adhered to
- Record observations of individual children or groups for program planning purposes
- Under direction, work with individual children with particular needs
- Assist in the direction of untrained staff (minimal)
- Work in accordance with food safety regulations

The position will be reviewed as the roles change and will be appraised on a regular basis.



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**APPROVAL**

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Approved \_\_\_\_\_

*Adelaide Christian Schools Early Learning Centres  
Regional Director - Signature*

Date \_\_\_\_\_

Approved \_\_\_\_\_

*Applicant's Signature*

\_\_\_\_\_  
*Applicant's Name*

Date \_\_\_\_\_



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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS

#### EDUCATIONAL QUALIFICATIONS

The successful applicant will hold an Early Childhood Education Qualification or the equivalent with the minimum requirement being a Certificate III in Children's services. First Aid training (including Asthma and Anaphylaxis components) and Child Safe Environments training must be completed and up to date.

#### SKILLS / ABILITIES

- To be childlike minded
- To be organised and focussed
- To be physically fit and able to assist in everyday tasks
- To have effective verbal and written communication skills
- Be able to work as part of a team
- To have drive and initiative
- To have a desire for ongoing training to have initiative surrounding learning
- To be motivated and passionate about the care of children and their education
- To be an active problem solver

#### PERSONAL ATTRIBUTES

- An on-going commitment to the Lord Jesus Christ as Lord and Saviour
- A mature faith and active involvement in a local church
- A proven life style founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A willingness to affirm the foundation statements, principles and culture declared by the Early Learning Centres and ACS
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community
- To have a desire to provide the best possible service every day
- Be reliable
- To be a visionary.



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## EXPERIENCE

Previous experience working as an ECE is preferable.

## KNOWLEDGE

To be competent in the National Quality Framework, Standards and Early Years Learning Framework.

## OTHER CONDITIONS

A current satisfactory DCSI check, or its replacement, will be required at commencement of employment.