



Annesley Junior School

POSITION DESCRIPTION

TITLE OF POSITION:	Educator, Early Learning Centre
RESPONSIBLE TO:	Head of Early Years and Coordinator of License Services
EMPLOYMENT STATUS:	Full time or Part Time, initially 12 month contracts
CONDITIONS:	Educational Services (Schools) Award

STRENGTHS

PASSIONS

SKILLS

POSITION OVERVIEW

Annesley's structure includes Early Years (2 years old to Year 2) and Primary Years (Years 3-7).

ORGANISATIONAL OVERVIEW

VISION: Developing skills, strengths and passions to create belonging and impact.

At Annesley, we are passionate about and committed to:

- A continuation of the Annesley experience and approach for our students from 2017-2025
- Inquiry based learning that empowers our students with the skills they need to learn how to learn
- Explicit teaching, assessment and reporting of the Foundational Skills in Mathematics, English and all other Learning Areas of the Australian Curriculum
- Seamless continuation of the quality International Baccalaureate Program of Inquiry where children have a voice, are known and are cared for
- Creating opportunities for our students to become acutely self-aware, develop and use their strengths and passions with sincere purpose and strong identity
- Understanding and collaborating with others in developing and using their Transversal Skills
- Students contributing to the Annesley community and society more broadly, leading to a strong sense of belonging and impact
- Equipping our strong team of professionals with quality, ongoing Professional Learning and a genuine voice in the culture of our School

Annesley is proud to be a Christian school. We are a dynamic team of outstanding professionals.

SCHOOL EXPECTATIONS

Staff will:

- Collaborative in highly effective teams to achieve the objectives of the Junior School from ELC to Year 7
- Think and act creatively to stimulate a love of learning
- Engage with the school community in the purpose and practice of learning
- Commit to the Christian ethos of the school and demonstrate tolerance in respect of other religions and spiritual expressions
- Develop their strengths, passions and skills



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RESPONSIBILITIES AND OUTCOMES

Learning Programs

- Contribute to the development and implementation of the necessary systems to ensure alignment with the National Quality Standards for Early Childhood Education and Care and the Early Years Learning Framework.
- Enact the philosophy of the Early Years Learning Framework and the IB Primary Years Program.
- Embed the Reggio Emilia philosophy into daily practice so each child is valued and respected and viewed as competent and curious.
- Foster a supportive and respectful learning environment which enhances student learning through play and through the development of relationships inspired by the School's values.
- Utilise a range of pedagogical approaches in order to meet individual needs and engage students.
- Establish and maintain a learning environment both indoors and outdoors that is stimulating and provides a wide range of resources and materials that the children can utilise to develop individual and group projects.
- Ensure the curriculum is culturally inclusive and promotes each child as a global citizen.

Documentation, Assessment and Reporting

- Support and collaborate with the Co-ordinator of Licensed Services and the ELC staff members to update the Quality Improvement Plan to maintain the 'Exceeds' rating under the National Quality Standards.
- Contribute to informing families of the learning program and the developments within the centre through varied forms of documentation.
- Establish and maintain effective communication with parents.
- Utilise the children's digital portfolios to document their individual learning progressions.

Student Wellbeing

- Foster self-agency and strengths in students and implement real and valuable experiences when students pursuing their passions
- Cater for individual learner needs, conferring with teachers, co-educators and/or specialist staff in the School, including Chaplain, Principal and Head of Early Years.
- Provide pastoral care of students within and beyond the classroom
- Implement strategies to support students to develop self-awareness and emotional intelligence

Professional Growth and Learning

- Keep abreast of new advances as well as current developments in educational thinking and research
- Support the Professional Learning of team members by sharing knowledge, ideas, resources and supporting challenging others and yourself to be the best you can be
- Demonstrate growth mindset by being reflective and innovative

Professional Duty

- Establish effective communication and co-operative working relationships with all Annesley team members
- Undertake effective supervisions of students and learning experiences
- Positively participate in a range of community developments and partnership meetings and events
- Attend official school functions as required
- Maintain professional confidentiality at all times
- Maintain procedures and policies outlined in relevant school documents
- Be flexible with work schedule as required



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Other Duties

- Undertake such other duties as may be required by the Principal or Deputy Principal

CAPABILITIES AND BEHAVIOURS

- Bring personal energy and enthusiasm every day and a strong desire to positively collaborate with all members of the Annesley Community
- Be open and transparent
- Encourage collaboration across student, staff and community groups
- Live and promote the values of the Junior School
- Develop effective working relationships and rapport with students of all ages
- Develop confidence and self-esteem in students and act as a role model at all times

KNOWLEDGE AND EXPERIENCE

- Experience in supporting the programming of individual learning programs.
- Experience in working effectively in a team of staff.
- Effective communication skills.
- Knowledge and understanding of the EYLF and current issues in Early Childhood reforms.
- Knowledge of the IB Primary Years Program desirable.
- Understanding of the philosophy and practice of Reggio Emilia desirable.

QUALIFICATIONS AND REQUIREMENTS

- A Diploma in Children's Services (or be working towards), or equivalent.
- Current – Working with Children Check
- Current - Responding to Abuse and Neglect Training
- Current - First Aid HLT4ID004