

## POSITION VACANT

<b>JOB TITLE</b>	Early Childhood Support Educator
<b>JOB TYPE</b>	Permanent Part Time 21 – 30 Hours Per Week Monday, Tuesday, Wednesday, Thursday
<b>QUALIFICATIONS</b>	Certificate III or Diploma
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>▷ Clear Working with Children Check</li> <li>▷ Current First Aid Certificate &amp; CPR (or willing to obtain)</li> </ul>
<b>AWARD</b>	Children Services Award
<b>LOCATION</b>	Mittagong Preschool Kindergarten Inc – 10 Waverley Parade MITTAGONG 2575
<b>DIRECTOR</b>	Pauline Iacono

### JOB SUMMARY

Support educators are responsible for providing education and care for children who have additional needs that attend the service. Dependant of the child's needs this could be a one on one role or otherwise. Educators are required to provide care consistent with our philosophy, policies and procedures, and according to the requirements of the National Quality Framework. Support educators work in collaboration with other educators, room leaders, the Director, allied health professionals and families.

### MAIN DUTIES/RESPONSIBILITIES

#### Responsibilities:

- Support the child/ren to ensure full inclusion in the program
- Communicate with and support parents/families
- Work to a written individual learning plan (ILP),
- Liaise with and implement strategies from support services and professionals (Speech Pathologists, Occupational Therapists, Psychologists, etc.)
- Reflect and document progress against set goals
- Complete fortnightly communication emails to parents/families and other stakeholders
- Collaborate with other service staff re. future planning directions.

#### Essential Responsibilities:

- A current Working with Children Check
- A Certificate III of Diploma in Children's services
- Knowledge of relevant legislative policies, standards and requirements
- Passionate and enthusiastic for educating children within the community
- Exceptional communication skills
- Sound knowledge of working with children with additional needs
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## SKILLS & EXPERIENCE

### Experience:

- Experience working with children who have a range of additional needs is desired.
- Experience in an approved education and care service.
- Knowledge and understanding of the National Quality Standards and the Early Years Learning Framework.
- Demonstrated experience in curriculum, supporting curriculum development and documenting children's learning and development

### Capabilities:

- Ability to relate effectively with children and their families
- Ability to work effectively in a team environment
- Communication and inter-personal skills
- Commitment to ongoing professional learning

## WORKING AT MITTAGONG PRESCHOOL

Mittagong Preschool Kindergarten Incorporated has been in operation since 6<sup>th</sup> March 1976. The preschool was a donation to the community by Winifred West as a resource to provide Mittagong and surrounding townships with early childhood education!

Our amazing team consists of 6 ECTs, 7 Diploma Trained, 3 Certificate III and our wonderful administration and cleaning team. The director, alongside the Parent Association and team value the commitment to the children and families of our community. We are advocates for early childhood education and believe we exist in the interest of the children, their learning and well-being.

We have 80 children across the week – 2 x 2 Day Groups and 2 x 3 Day Groups – each Group consists of 20 Children.

We are open from 8am to 4pm Monday to Friday and run during school terms. During the term breaks, only 40% of hours are required.

Staff meetings are held on a monthly basis from 4pm to 6pm – with an option to zoom in if required.

We are a welcoming, knowledgeable and supportive team with many years of experience between us.

**Applications close 4pm 5<sup>th</sup> April 2024.**

The position starts Monday 29<sup>th</sup> April 2024.

To apply, please forward your resume and cover letter to [reception@mittagongpreschool.org.au](mailto:reception@mittagongpreschool.org.au).

For any inquires, please contact the office on 02 4871 1109

# Mittagong Preschool Kindergarten Inc

10 Waverley Parade, MITTAGONG NSW 2575

ABN: 64 924 935 699

