POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Position Title:	Early Years Educator
Qualifications:	Certificate and Diploma qualified
Employment:	Permanent or contract
Hours per Week:	Part Time and Full Time Opportunities

POSITION OVERVIEW

The Nazareth Early Childhood Centre (ECC) is a special place that values the wonder of childhood. We are a community that partners with parents to provide the best educational start for all children. The ECC is licensed for 100 children per day, from 6 months to school age, with approximately 200 children attending over the course of the week. We are blessed to be nestled amongst the many, and it is true here that, at the ECC, the village helps raise the child.

KEY WORKING RELATIONSHIPS

- Principal
- Early Years Director
- Assistant Early Years Director
- ECC Staff team
- Children and Families
- Nazareth College and Community Staff

KEY WORKING RELATIONSHIPS (EXTERNAL)

- Catholic Education SA
- Universities
- Other Early Years Services

KEY RESPONSIBILITIES/DUTIES

As an Early Years Educator at Nazareth Catholic Community, you will:

- Work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

As a staff member (Early Years Educator) at Nazareth Catholic Community you will:

- Work in accordance with the Vision, Mission and Values and Aspirations of the Nazareth Strategic Plan.
- Actively support, uphold and contribute to the Catholic identity and ethos of the Nazareth ECC and the wider Nazareth Community.
- Demonstrate a deep knowledge of contemporary pedagogy, in particular the Reggio Emilia principles.
- Have practical knowledge of the Early Years Learning Framework and National Quality Standards.
- Be responsible for the confidentiality and accurate documentation of both the child and family's information, under guidance from the Team Leader.
- Be an active member of the ECC team, assisting in the delivery of a high quality innovative early childhood program.
- Demonstrate at all times, support of the Nazareth vision, aims, policies and procedures whilst undertaking duties in a competent manner.
- Ability to build positive respectful relationships and interact appropriately with everyone.
- A commitment to continual learning through professional development to increase knowledge and skills relating to the needs of children.
- Possess effective communication and interpersonal skills to engage with colleagues, children and families to develop and maintain positive and inclusive relationships.
- Inform and consult with the Team Leaders or the Early Years Director of any concerns regarding the welfare and wellbeing of children.
- Perform duties in a responsible and timely manner.
- Provide a welcoming learning environment that is both stimulating and challenging.
- Attend and participate, when required, in team and staff meetings, forums and activities.
- Share responsibility for maintaining high standards of safety and hygiene and contribute to an aesthetically pleasing environment.
- Ensure that accurate records are kept in regard to attendance, accident, incident, injury, illness and medication.
- Have the ability to work in a flexible team environment.
- Demonstrate a passion for community and show a willingness and capacity to contribute to the ECC and Nazareth Catholic Community.
- Carry out other duties as determined by the Team Leader, Early Years Director and/or Principal.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

As a staff member (Early Years Educator) at Nazareth Catholic Community you will:

- Have a Diploma of Children's Services or Certificate III in Early Childhood Education and Care.
- Applicants studying a Bachelor of Early Childhood are encouraged to apply.
- Possess excellent interpersonal and communication skills e.g. well presented, respectful, friendly, and courteous.
- Have highly developed spelling, grammatical, language, organisational and planning skills.
- Be a proactive advocate for self-improvement and the improvement of workplace practices.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.