



Early Childhood Teacher (Early Learning Centre)

Vision:	An international leader of holistic learning and teaching
Mission:	Mentoring motivated learners to choose purposeful futures
Values:	Integrity, Mastery, Enterprise and Justice
Per Ardua Ad Alta - through striving to the heights	

Reports to:
Director of Early Learning Centre
Role Purpose:
To assist the Principal achieve the intent of the College's Vision, Mission and Values, and successfully operate the Early Learning Centre (ELC)
Role Overview:
To provide support to the Director of the ELC as a member of a professional team providing high quality education and care to children aged 6 months to 3 years
Top 7 Professional Skills and Competencies:
<ul style="list-style-type: none">• Relevant qualifications in the field of Early Learning Centre• Demonstrated experience as an early childhood educator• Effective communication techniques for all tasked interfaces• Excellent relationship management with staff and parents• Positive influence to achieve learning outcomes• Efficient organisational capability• Understanding of the need for a safe environment for early learners
Top 15 Professional Behaviours:
<ul style="list-style-type: none">• Strives to achieve the College's Vision and Mission and live MLC's Values• Demonstrates respect• Self-motivated to achieve results• Models optimism• Practises accountability• Takes initiative• Solutions-focused• Commits to improvement• Shares own learning• Creates transparency• Keeps commitments• Engenders trust• Reflective• Listens first• Talks straight



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Role Responsibilities:	
	<ul style="list-style-type: none">• Undertake duties and responsibilities for the development and care of a specific age group of early learners• Adhere to regulations, policies and procedures for the effective management and operation of the ECECC• Ensures compliance with all regulations, policies and procedures with all members of the 'team'• Ensure that the educational needs of attendees of the ELC are met in accordance with College objectives• Ensure that the assigned education area is safe and meets required quality standards on a daily basis• Communicates effectively with other staff and parents to ensure the best outcomes for each child• Contribute to developing a safe, supportive and informative environment• Provide positive, comforting and nurturing relationships with children and ensure that children's learning is professionally presented and an authentic representation of their personal growth and development• Provides information to parents and attends meetings as required• Ensures the Director is kept up to date and informed on any matters relating to the educational needs or care of any child in the Centre• Responsible, in consultation with the Director and Educational Leader, for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups• Responsible to the Director for the supervision of students on placement• Responsible for ensuring that records are maintained accurately for each child in their care• Develop, implement and evaluate daily care routines• Liaise with families• Complete additional duties as requested by the Director
Qualifications:	
	<ul style="list-style-type: none">• Bachelor of Education
Success Indicators:	
KPI 1:	Consistent achievement of educational outcomes
KPI 2:	Implementation of effective educational programmes
KPI 3:	Has ensured compliance with all regulations, policies and procedures
KPI 4:	Effectively communicates with Director, Educational Leader, Team members and parents

SUCCESS PROFILE



METHODIST
LADIES'
COLLEGE

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SIGNED: _____ DATE: _____
(HR People Services Manager)

SIGNED: _____ DATE: _____

NAME: _____
(Employee)