

POSITION DESCRIPTION

Position name	Diploma Qualified Educator
Classification	Level 4 – Scotch College Adelaide Enterprise Agreement 2024
Engagement	Casual
Line Manager	Director of Early Years
Key Relationships	Working closely with the Educational Leader, ELC Educators and other ELC staff

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

The Diploma Qualified Educator contributes to the planning, implementation and evaluation of a high-quality, play-based program inspired by Reggio Emilia principles. Working under the direction of the Director of Early Years and in collaboration with teachers, the Educational Leader and other ELC staff, the role ensures compliance with the National Quality Standards and supports the effective operation of Extended Care and School Holiday Programs

Key Responsibility Areas:

1. Education

- Plan and deliver high-quality learning programs aligned with the Early Years Framework, in collaboration with teachers
- Plan and deliver personalised learning programs and document outcomes for children in Extended Care programs
- Contribute to the development, implementation and review of the ELC Quality Improvement Plan
- Plan, monitor and implement School Holiday Programs in line with the EYLF, National Quality Standards and the Reggio Emilia philosophy

Scotch College Adelaide

📍 Carruth Road, Torrens Park SA 5062

PO Box 271, Mitcham SA 5062

☎ +61 8 8274 4333

✉ enquiries@scotch.sa.edu.au

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- Ensure continuity of learning between Educational Programs, Extended Care and School Holiday Programs by working closely with relevant staff
- Complete all documentation and administrative tasks accurately and on time
- Assume responsibility for the day-to-day operations of Extended Care and School Holiday Programs, ensuring compliance with all licensing, statutory and quality requirements
- Maintain an environment that is safe, nurturing, inclusive and stimulating, and that promotes children's sense of belonging and self-worth
- Develop positive and trusting relationships with children, parents, carers and staff
- Prepare and submit an annual article for *Cluaran* magazine, including photos and promotional material
- Input data as required
- Monitor daily attendance and enquiries
- Monitor student/staff ratios and act to ensure staffing is compliant at all times, within the scope of own role
- Prepare and publish School Holiday Program information within required timeframes and produce an end-of-program newsletter
- Maintain adequate supervision of students at all times
- Identify and assist with the resolution of issues as they arise
- Liaise with health professionals, including the College Nurse, when required
- Maintain proactive awareness of children's needs across the ELC
- Lead and support Certificate III Educators in professional learning and contemporary best practice
- Assist with planning and setting up the physical environment each day, in consultation with teaching staff
- Participate in Centre and College events and attend staff meetings as required
- Keep accurate records and prepare formal reports for families
- Actively engage in professional learning
- Perform other duties as required

2. Safety, Compliance and Quality

- Assist the Director of Early Years in responding to emergency situations
- Administer First Aid as required and complete associated documentation
- Contact parents/caregivers regarding incidents and follow ELC procedures
- Become familiar with, and adhere to, all College and ELC policies and procedures
- Ensure compliance with the Early Years Framework, National Quality Framework and related regulatory requirements and contribute to the work the centre does in planning, monitoring and implementation
- Contribute to continuous improvement through active involvement in the Quality Improvement Plan
- Responsible for ensuring that a safe environment is maintained for both staff and children

3. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS policies and guidelines

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- A Diploma of Children Services with relevant work related experience is essential
- Attainment and maintenance of a valid Working with Children Check (WWCC) is essential

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- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level is essential
- Adherence to and certification in the 'Protective Practices for Staff in their Interactions with Children and Young People' Guidelines
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification is essential.

Experience and knowledge

- Strong understanding of the Early Years Framework and National Quality Standards is essential
- Demonstrated experience delivering high-quality education and care in an Early Childhood setting
- Proven ability to deliver excellent customer service in a community-focused environment.

Personal attributes

- Commitment to student wellbeing and holistic development
- Collaborative approach with strong teamwork and communication skills
- Ability to act as a positive role model for children, colleagues and families
- Commitment to co-education and the value of play-based learning, particularly Reggio Emilia-inspired pedagogy
- Exceptional interpersonal skills and ability to work effectively with diverse individuals and groups
- Strong organisational skills with initiative in setting goals and prioritising work
- Personal resilience and ability to manage stress and work effectively under pressure
- High levels of energy and initiative
- Reliability, responsibility and capacity to work with minimal supervision
- Flexibility to work variable hours, including school holidays
- Commitment to ongoing learning and professional growth.

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position employed under the terms of the [Scotch College Adelaide Enterprise Agreement 2024](#).

Finally

This Position Description is not exhaustive; responsibilities may evolve to meet operational needs. Scotch College will review Position Descriptions regularly to ensure they accurately reflect each role.

Scotch College honours its commitment to the right to disconnect and will communicate proactively regarding any anticipated after-hours contact.

Scotch College is a child-safe organisation committed to safeguarding the wellbeing of children and young people. Applicants must demonstrate alignment with these values and provide full disclosure of any information relevant to child safety or the reputation of the College

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