



## Salisbury Lutheran Kindergarten

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Salisbury SA 5108  
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### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Title of Job:</b>	Early Childhood Worker
<b>Classification:</b>	Early Childhood Worker, starting on Level 1 (scope to increase to level 2)
<b>Tenure:</b>	1 year contract for the 2022 school year, part-time 0.5 FTE (5 days over a fortnight), with the possibility of continuing in 2023

#### 1. Summary of the broad purpose of the job in relation to the organisation's goals.

The Early Childhood Worker is accountable to the Preschool Director for

- Assisting teaching staff in the planning and delivery of a pertinent and quality early childhood program, ensuring that children achieve appropriate learning outcomes.
- Contributing to the effective and efficient operation of the centre.
- Supporting the implementation of the Christian program based on the teachings of the Lutheran Church of Australia.

#### 2. Reporting/Working Relationships

- Reports to the Director.
- Close working relationship with teaching staff and preschool support staff
- Routine interaction with parents and volunteer helpers

#### 3. Special Conditions

- Attend out of hours events and functions as reasonably required by the Director.
- Attend professional learning as determined by the Director.

#### 4. Extent of Authority

- The person may be required to perform any combination of a wide range of routine functions under reasonably direct supervision.
- After gaining experience, the person may, exercise some degree of autonomy and accept responsibility for limited functions and defined duties with little or no supervision.

#### 5. Statement of Key Outcomes and Associated Activities

**Under reasonably direct supervision perform routine functions to support teaching staff.**

**Routine functions may include:**

Working within the centre's current learning priorities to plan and deliver a pertinent and quality early childhood program by

- Supporting the teaching staff in planning, implementing, evaluating and reporting on educational and developmental programs based on the Early Years Learning Framework for Australia, Child Protection Curriculum (DfE) and the Christian Studies Curriculum Framework (LEA).
- Assisting teachers to implement a range of programs to meet DfE priorities relevant to grant funded Kindergartens
- Support Teachers in implementing a range of programs to meet LEA and LESNW priorities relevant to Lutheran Kindergartens
- Support teachers in implementing a range of programs to meet the requirements of the National Quality Standards (NQS)
- Contributing to the implementation of a range of programs in line with the pedagogical stance and quality improvement priorities of Salisbury Lutheran Kindergarten

- Supporting the provision of a service which reflects and promotes the cultural needs of the centre and community
- Assisting in providing a service which results in access to and participation in services by all children and their families
- preparing materials and resources as required

Assisting Teachers to ensure that children achieve appropriate learning outcomes by:

- encouraging and supporting each child to value learning and develop appropriate knowledge, skills and competencies
- facilitating children's learning through a play based curriculum
- using responsive and flexible teaching styles which acknowledge the individual learning needs of the children
- providing a safe and nurturing environment that promotes a sense of belonging and self worth
- recording observations and writing Learning Stories on relevant e-platform to report on children's learning
- promoting positive communication with parents about all areas of their child's participation and development
- providing an appropriate and challenging curriculum
- organising, supervising, and leading groups of children and volunteers
- administering basic first aid and maintaining first aid documentation

Encourage the involvement of families and the local community in the operation and management of the centre by

- promoting the services offered by the centre, DfE and other agencies
- providing assistance, information, support and encouragement to parents

Contribute to the effectiveness of the team, which results in the support and development of all staff by:

- collaborative involvement in centre strategic planning and quality improvement processes
- undertaking effective communication and the sharing of information
- participating in a performance appraisal process
- exercising significant initiative and discretion
- working with little detailed supervision
- demonstrating expertise and accepting personal responsibility

Contribute to the effective operation of the centre by:

- assisting with policy development and implementation
- assisting with the safe maintenance and storage of equipment
- accepting specific areas of responsibility
- undertaking relevant administrative tasks
- maintaining appropriate resources and equipment
- answering phone calls

Contribute to the implementation of relevant government and departmental legislation, policies and directions by:

- assisting with the development of appropriate strategies
- contributing to corporate and centre initiatives
- collecting and interpreting relevant data and information as required

Contribute to the development of professional expertise in the early childhood field and your own spiritual growth by:

- communicating effectively with staff within the kindergarten, and in other organisations
- participating in professional development activities including those provided by the LESNW (Lutheran Education South Australia, Northern Territory & Western Australia)

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## **PERSON SPECIFICATION – ESSENTIAL MINIMUM REQUIREMENTS**

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### **1. Educational / Vocational Qualifications**

- Qualified Educator – Minimum Certificate 3 and working towards a Diploma of Early Childhood Education and Care (or ACECQA approved equivalent)
- Maintain a current HLTAID004 First Aid certificate
- Maintain a current Working with Children Check
- Maintain a current RRHAN-EC
- Lutheran Church of Australia Valuing Safe Communities training (to be completed within 6 months of commencing position)

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**2. Personal Skills, Qualities and Abilities**

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Willingness to support the ministry of the kindergarten by:

- Demonstrating a faith in Jesus Christ and holding to the Christian worldview, and committ to the Kindergarten's Mission
- Being passionate about facilitating children's learning through play
- Being reliable, responsible and acting with integrity
- Demonstrating a desire to learn and develop your own skills and knowledge of EC pedagogy and best practice
- Communicating effectively, both orally and in writing, with staff, parents and children
- Working both independently, and collaboratively as a member of the staff team
- Meeting the needs of children from diverse social, cultural and economic backgrounds
- The ability to effectively and efficiently use ICTs and learn the chosen platform for documentation and sharing with families

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**3. Experience**

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- Working with children in an early childhood setting

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**4. Knowledge**

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- Knowledge of the Early Years Learning Framework for Australia
- Knowledge of the National Regulations for Education and Care Services
- Knowledge of child protection legislation and responsibilities

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**5. Terms and Conditions**

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- Employment conditions are contained in the current Enterprise Agreement.
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**Job Description and Person Specification is Approved**

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(Print Name)  
Director

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(Signature)

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(Print Name)  
Chairperson, Kindergarten Council

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(Signature)

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**Acknowledged by Person selected:**

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(Print Name)

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(Signature)

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