Position Description

Position:	**Early Childhood Teacher**
Work area:	**Preschool**
Classification:	**Teacher**
Employment type:	**Full-Time, Ongoing**

OUR SCHOOL

Moama Anglican Grammar is a thriving independent, co-educational, Anglican school providing education for children from Preschool to Year 12. The school operates under the NSW Education System and comprises Early Learning (Preschool), Primary (K-6) and Secondary (7-12).

Our mission is to provide a safe and inspiring educational environment that equips students with the skills and confidence to help create their futures, and our vision is to provide students with access to a holistic and balanced learning program which caters for their academic, cultural, emotional, sporting, performing arts, and spiritual needs.

Our values are Compassion, Respect, and Integrity.

COMMITMENT TO CHILD SAFETY

We are committed to providing a child safe and child friendly environment, where children and young people are safe, feel safe, and can actively participate in decisions that affect their lives.

The school regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to maintain a child safe culture and ensure compliance with all relevant child safe organisation and child protection laws and regulations.

Each member of the school community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all children and young people is at the forefront of all that they do, and every decision that they make.

REPORTING LINE

Reporting directly to	Early Learning Centre (ELC) Director
Consultative Relationships	ELC Educators & Kindergarten teachers / Education Support Staff
Internal Relationships	Principal, Deputy Principals, Business Manager, and other Moama Anglican Grammar (MAG) staff as relevant.
External Relationships	ELC Children, parents, carers, and other external stakeholders

SALARY AND CONDITIONS

Salary will be commensurate with years of teaching and experience. General terms and conditions will be in accordance with the Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025.

HOURS OF WORK

The Early Learning Centre will operate Monday to Friday during school terms, with Preschool programs running from 8:00am to 4:00pm.

Teachers are required to be onsite from 7:45am and available until 4:30pm to support the Preschool operating hours.

Attendance at staff meetings and relevant school events outside of normal working hours is an expectation for all teaching staff (e.g. School Open Days, Parent/Teacher Interviews, and Parent Information Sessions).

JOB DESCRIPTION

Early Childhood Teachers (ECTs) are responsible for planning, implementing, and evaluating educational programs that are child focused and support play based learning for children in accordance with the National Quality Framework. ECTs must ensure paramount consideration of the rights, well-being, and safety of all children in all decision-making. ECTs support active, collaborative leadership and teamwork. They ensure that curriculum delivery reflects Moama Anglican Grammar's Early Years Philosophy, and their personal philosophy embraces the Early Childhood Australia Code of Ethics.

ECTs contribute to continuous improvement and high-quality service delivery. As part of the Moama Anglican Grammar community, ECTs contribute to a seamless educational journey for children and families and foster positive relationships across the wider school environment. ECTs will collaborate with Kindergarten and Primary School staff to promote continuity of learning and successful transitions to Primary School.

KEY RESPONSIBILITIES

Education and Care

- Deliver a high-quality educational program aligned with the Early Years Learning Framework (EYLF V2.0), National Quality Standard (NQS) and the Moama Anglican Grammar Early Years Philosophy.
- Plan, implement, document, and evaluate children's learning and development.
- Foster children's agency, voice, wellbeing, and participation.
- Create inclusive, engaging and aesthetically rich learning environments that support exploration, creativity, and inquiry.
- Ensure children's rights, safety, and wellbeing are prioritised in all decisions and practices.
- Support the diverse strengths, interests, learning, and developmental needs of all children through inclusive practices and collaborative partnerships with families and support services.
- Maintain accurate records, including children's learning documentation, medical information, attendance records, and other documentation as required.

Partnerships with Families and Community

- Build positive, respectful, and collaborative relationships with families.
- Recognise and value families as children's first teachers.
- Communicate professionally and effectively with families regarding their child's learning, development, and wellbeing.
- Collaborate and work in partnership with colleagues, external professionals, and community agencies to support positive outcomes for children.

Leadership and Professional Practice

- In consultation with the Early Learning Centre Director, lead curriculum decision-making within the Reggio Emilia philosophy and approach.
- Mentor and support educators to implement quality educational programs.
- Contribute to pedagogical leadership across the service.
- Support the Educational Leader in driving continuous improvement initiatives.
- Promote consistency between Preschool and Kindergarten learning pathways.
- Participate in reflective practice and contribute to the Quality Improvement Plan.

Child Safety and Compliance

- Maintain compliance with Education and Care Services National Law and Regulations, the National Quality Framework, NSW Child Safe Standards, and Moama Anglican Grammar Child Safe Policies.
- Demonstrate a strong commitment to child safety, wellbeing, and children's rights.
- Complete and maintain all required qualifications, training, and accreditation.

- Proactively respond to and report child protection concerns, allegations, disclosures, and any conduct that may place children at risk.
- Maintain professional boundaries and uphold the School's Child Safe Code of Conduct.

Workplace Health and Safety

- Have knowledge of and comply with the Moama Anglican Grammar's Work Health & Safety policies and procedures.
- Contribute to a safe, healthy, and culturally inclusive workplace.
- Implement WHS requirements, risk management procedures, and emergency processes.
- Support the health, medical, and individual care needs of children.
- Report all incidents and/or potential hazards via the reporting system on the staff portal as soon as possible.
- Assist in maintaining a clean, hygienic, and safe learning environment.

PRE-EMPLOYMENT BACKGROUND CHECKS AND REQUIREMENTS

- ACECQA-approved Early Childhood Teaching qualification.
- Current NESA accreditation, or willingness to obtain.
- Current NSW Working with Children Check (WWCC).
- National Police Check.
- Identity verification.
- Prohibited or suspended person check.
- Current ACECQA-approved First Aid (e.g. HLTAID012 – Provide First Aid in an Education and Care Setting), CPR, Anaphylaxis Management, and Emergency Asthma Management qualifications.
- Have or be willing to complete all mandatory child protection and child safety training relevant to the position and delegated responsibilities.

KEY SELECTION CRITERIA

Essential

- Philosophical and pedagogical alignment to Moama Anglican Grammar's Reggio Emilia inspired Early Learning Centre approach.
- Demonstrated knowledge of EYLF V2.0, the NQS and contemporary early childhood practice.
- Experience in planning, documenting, and delivering preschool age learning programs.
- Ability to work effectively both independently and as part of a team.
- Excellent communication, collaboration, interpersonal, and relationship-building skills.
- Demonstrated commitment to child safety, inclusion, and children's rights.

Desirable

- Experience in a Reggio Emilia inspired setting.
- Willingness to undertake Responsible Person or Educational Leader responsibilities.

Successful applicants must demonstrate a genuine commitment to child safety and will be subject to rigorous child-safe recruitment and screening processes, including Working with Children Check verification, qualification verification, identity verification, employment history checks, and referee checks.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

Scott Downward
Principal

October 2026

This Position Description is a guide only and is not intended to be an exhaustive list of duties.