Position Description

Position:	**Educator (Certificate III in Early Childhood Education and Care)**
Work area:	**Preschool**
Classification:	**Preschool/Childcare Services**
Employment type:	**Part-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 staff as relevant.
External Relationships	ELC Children, parents, carers, and other external stakeholders

SALARY AND CONDITIONS

Salary will be commensurate with qualifications and experience. General terms and conditions will be in accordance with the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

HOURS OF WORK

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

Educators will be rostered onsite according to their role and assigned responsibilities to support the daily operation of the Preschool. As members of the school community, educators are expected to attend staff meetings and school events, some of which may occur outside of their regular working hours.

Certificate III qualified educators are employed across the full calendar year and are required to work during NSW school holiday periods, unless leave arrangements are approved. Centre closure periods may be used for planning, professional learning, environment preparation, compliance activities and other operational requirements at Moama Anglican Grammar.

JOB DESCRIPTION

Certificate III qualified educators are responsible for supporting the delivery of high-quality education and care. They work in accordance with the Education and Care Services National Law and Regulations, the National Quality Framework (NQF), the Early Years Learning Framework (EYLF V2.0), and Moama Anglican Grammar's Early Learning Philosophy. Working under the guidance of Early Childhood Teachers (ECTs), Diploma qualified educators and the Early Learning Centre Director, Certificate III qualified educators support the implementation of educational programs that are child-focused and promote play-based learning for all children. They ensure the rights, wellbeing, and safety of children remain a priority in all aspects of their work and contribute to a collaborative team culture and positive professional relationships.

Certificate III qualified educators support the provision of a safe, welcoming, and engaging learning environment where children feel secure, valued, and respected. As members of the Moama Anglican Grammar community, they foster positive relationships with children, families, colleagues, and the wider school community. Certificate III qualified educators work collaboratively with ECTs, Diploma qualified educators, Kindergarten, and Primary School staff to support children's continuity of learning and positive transitions to Primary School.

KEY RESPONSIBILITIES

Education and Care

- Support the delivery of high-quality educational programs aligned with the Early Years Learning Framework (EYLF V2.0), National Quality Standard (NQS) and the Moama Anglican Grammar Early Years Philosophy.
- Assist in implementing planned learning experiences and contributing observations of children's learning and development.
- Build positive, respectful and responsive relationships with children that support their wellbeing, agency and participation.
- Support the creation and maintenance of inclusive, engaging and aesthetically rich learning environments that encourage exploration, creativity and inquiry.
- Ensure children's rights, safety and wellbeing are prioritised in all interactions and daily practices.
- Support the diverse strengths, interests, learning and developmental needs of all children through inclusive practices and responsive interactions.
- Assist with children's daily care routines, recognising these as valuable opportunities to support learning, development and wellbeing.
- Maintain accurate records, including children's learning observations, 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.

Teamwork and Professional Practice

- Work collaboratively and respectfully as part of a professional team.
- Participate in reflective practice and contribute to quality improvement processes.
- Attend staff meetings, training and professional learning opportunities.
- Support students, volunteers and new team members as directed.
- Demonstrate professional conduct consistent with the Early Childhood Australia Code of Ethics.

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 Certificate III in Early Childhood Education and Care, or actively working towards completion.
- 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

- Knowledge of the Early Years Learning Framework V2.0 and National Quality Standard.
- Experience working with young children.
- Excellent communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Demonstrated commitment to child safety and children's rights.

DESIRABLE

- Experience in a Preschool or early childhood setting.
- Experience in a Reggio Emilia inspired environment.

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.