

Pymble Ladies' College

POSITION DESCRIPTION

Title: Early Childhood Educator: Certificate III Qualified

Date updated: September 2025

Reports to: Head of Early Years

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

Certificate III qualified educators will work closely with other educators across the Early Years School supporting the learning and wellbeing programs within the Early Years School, a long day care service on the campus of Pymble Ladies' College.

They will assist in the establishment of a child centred culture where every child is respected and known. Certificate III qualified educators will appreciate early childhood pedagogies, and have understanding of the Early Years Learning Framework, and the National Quality Standards (NQS) with demonstrated capacity to support educational programs, ensuring the visibility and intent of our underpinning philosophy.

Additionally, they will display a dedication to play based experiences, reflective of the interests and wonderings of children, and possess a belief in a child's capacity to be a curious and creative participant in their own journey of learning and growth.

Establishing secure and trusting relationships with children and families, will form a significant component of your responsibilities as the Early Years School is recognised for the high quality of care and education expected at Pymble Ladies' College

ROLE ACCOUNTABILITIES

1. Project Management

- 1.1 Work with stakeholders to enhance a quality learning and wellbeing program for children
- 1.2 Undertake projects within your designated responsibilities and engage in effective communication and collaboration with team members.
- 1.3 Identify potential risks and issues and take proactive measures to mitigate
- 1.4 Ensure documentation responsibilities are complete, up to date and accurate
- 1.5 Identify process improvement opportunities as a component of ongoing quality improvement programs
- 1.6 Initiate and attend events and activities relevant to the operations of the Early Years School as required by the Head of Early Years.

2. Pedagogical and Educational Partnership

- 2.1 Contribute to, and support effective educational and child focused programs across the Early Years School
- 2.2 Engage in the planning cycle and support fellow educators to enhance programs and practices
- 2.3 Support the delivery of educational programs and practices reflective of the Early Years School Philosophy and the Early Years Learning Framework: Belonging, Being and Becoming
- 2.4 Implement special interest projects to enhance the learning experiences of children in collaboration with educators
- 2.5 Collaborate with fellow educators and staff within your area of responsibilities
- 2.6 Complete documentation that is meaningful, and effectively demonstrates children's development while appreciating the needs of individual children as required.

3. Relationships and Partnerships

- 3.1 Establish relationships and interactions with children to assist their learning through play and leisure-based programs
- 3.2 Provide high-quality care and supervision to ensure the safety and wellbeing of all children.
- 3.3 Engage in practices and opportunities to inform families in relation to their child with knowledge, confidence and respect, including acknowledging and valuing cultural traditions and practices.
- 3.4 Implement individual communication and management plans and support families in their knowledge of their child's daily routines.

4. Communication

- 4.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 4.2 Ensure information and documentation is displayed as required under National Law and National Regulations, and notifications to regulatory authorities are undertaken within required timeframes.
- 4.3 Ensure information is disseminated to families as necessary and in accordance with your specific responsibilities.
- 4.4 Follow documentation expectations and requirements as identified by the Head of Early Years and Educational Leaders, and in accordance with applicable National Law and National Regulations, and relevant outcomes as identified in the National Quality Standard (NQS).

5. Risk and Compliance

- 5.1 Report directly to the Principal on any matters relating to child protection.
- 5.2 Implement EYS Policies, Procedures and Guidelines in a proactive and informed manner
- 5.3 Implement individual plans for identified children in line with policy and procedure requirements and any relevant risk assessments control measures as required.
- 5.4 Consistently adhere to all Early Years School and related College policies, procedures and guidelines, including but not limited to, Risk Management, WHS, Child Protection, emergency response practices and regulatory notification periods.

6. Professional Learning

- 6.1 In partnership with the Head of Early Years, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 6.2 Engage in a culture of professional inquiry to develop your professional knowledge, reflecting on practice and generating new ideas.
- 6.3 Participate in professional learning opportunities to further develop professional skills and confidence

7. Other duties may be required from time to time including supporting the various functions and operating requirements of a long day care service.

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College
- An ACECQA recognised Certificate III qualification in Early Childhood Education
- A visible joy and commitment to working with young children and families
- Proven experience working within an early childhood education and care service
- Thorough knowledge of National Law and National Regulations related to Early Childhood Education and Care
- Proven capacity in the delivery of programs to advance the outcomes of the National Quality Standards

- Knowledge of different approaches to meet the complex needs of children from a range of backgrounds and abilities
- Knowledge of theory relating to childhood education and care including, child development, attachment and learning
- Demonstrated organisation and time management skills
- Strong analytical and problem-solving skills
- Excellent interpersonal oral and written communication
- Experience building quality relationships with the range of stakeholders and an ability to work collaboratively with teams to achieve shared goals
- Ability to work independently and manage multiple projects simultaneously
- Demonstrated ability to display initiative and contribute new ideas
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.