<table>
<thead>
<tr>
<th><strong>Position</strong></th>
<th>Child Care Teacher / Co-ordinator (2 to 5 yr olds) – on and off floor</th>
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<tbody>
<tr>
<td><strong>Reports to:</strong></td>
<td>College Principal &amp; the Head of Junior School</td>
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<tr>
<td><strong>Department</strong></td>
<td>Poppy Cottage Childcare Centre - 2 to 5 yr olds</td>
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<td><strong>Location:</strong></td>
<td>Masada College, St Ives, Sydney, NSW</td>
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<tr>
<td><strong>Commence</strong></td>
<td>as soon as possible</td>
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<tr>
<td><strong>Requirements / Term / Conditions</strong></td>
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<td></td>
<td>• Permanent full time</td>
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<td></td>
<td>• Recognised qualifications in Early Childhood Education</td>
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<td>• Teachers will require current registration with BOSTES / Institute of Teachers</td>
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<td>• A minimum of three years’ experience working in an Early Learning Environment</td>
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<td>• Current First Aide Certificate including Anaphylaxis &amp; Asthma management</td>
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<td>• Working With Children Check</td>
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<td>• Experience in managing an Early Learning Centre, preferably within a wider school context</td>
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<td>• Employed under the Association of Independent Schools Multiple Enterprise Agreement (MEA).</td>
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| **Position Statement** | Masada College is looking for a dynamic leader to co-ordinate its experienced staff at our newly built Childcare Centre.  

The Co-ordinator will work closely with the Head of Junior School taking direct responsibility for the day to day running of the Centre and the fostering of positive relationships and communication. They will develop engaging learning programs in a safe, supportive environment. |
## Attributes & Accountabilities

### General
- Take on all the duties and responsibilities as the Nominated Supervisor.
- To adhere to Masada College Policies and Procedures
- Take responsibility of the day to day operation of the Centre
- Develop and implement the Childcare’s Curriculum and Procedures
- Assess students, evaluate learning and report to parents in a timely manner, making necessary adjustments as required to teaching strategies
- Nurture positive relationships
- Attend meetings, functions and extra-curricular activities as required
- Participate in the College’s ongoing professional learning opportunities
- Provide staff with professional growth opportunities and support them through appropriate feedback
- Support and encourage staff in the professional, work health & safety and welfare aspects of the College
- Ensure the Childcare Centre has appropriate & current resources
- Participate in membership of an appropriate group of Childcare Directors – including the Jewish Day Schools Group

### Management
- Ensure that the Childcare Centre adheres to the relevant Government Policies and Procedures, Regulations and Licenses
- Co-ordinate & manage all matters relevant to the Childcare Centre
- Communicate with parents on a range of organisation issues including changes in routines at the Centre or health issues that arise
- Develop and maintain a high level of communication with all stakeholders
- Assist with the development and implementation of Policies and Procedures necessary for the efficient and effective functioning of the Childcare Centre.
- Support the Work Health and Safety (WH&S) Policies of the College and be a member of the WH&S Committee

### Staff
- Develop and maintain a sense of team with high morale
- Recruit staff in consultation with the Head of Junior School
- Ensure adequate staff numbers and organise staff rosters
- Supervise and support staff, students and volunteers
- Plan and co-ordinate Childcare Staff Meetings
- Ensure staff awareness of Quality Assurance and College Guidelines and Requirements and legal liability regarding Duty of Care.
- Ensure staff awareness of Emergency Procedures
- Develop and continually review a Quality Improvement Plan with staff.

### Children
- Responsible for overall supervision of children
- Ensure physical safety and well being of children
- Ensure that appropriate records for each child are established, maintained and communicated with parents through iChild
- Liaise with the College Counsellor and external agencies as required to support student needs
### Program
- Responsible for planning, preparing and implementing the childcare program, based on the recommended National Early Years Framework (NEYF) and under National Standards in consultation with staff.
- Undertake program evaluation with staff
- Provide a developmentally stimulating environment
- Ensure the program reflects the Masada College Leading Learning Educational package refer [www.masada.nsw.edu.au](http://www.masada.nsw.edu.au)

### Parents
- Develop and maintain positive and effective relationships with parents
- Inform parents on Policies & Procedures
- Encourage and support parents from diverse cultural backgrounds to feel welcome in the school community

### Administration / Finance
- Keep an accurate and complete record of each child’s enrolment, attendance, illness and accident/s and any other records as requested by the College and Funding Authorities, ensuring confidentiality of these records
- Ensure that funding opportunities are brought to the attention of the Business Administrator
- Prepare an Annual Budget
- Ensure the Childcare operates within budget

### Premises / Environment
- Ensure that facilities and resources are hygienic and maintained in good condition
- Ensure premises are kept secure
- Maintain an accurate inventory of resources

### Masada ethos
Masada College bases its approach on its Leading Learning Educational Package which incorporates a focus on a Culture of Thinking, The Leader in Me, a nurturing environment which enables a child to grow intellectually, all within a Jewish environment.

Applications to include & be emailed to jmiddleton@staff.masada.nsw.edu.au
- Letter registering interest
- Curriculum Vitae
- CV – to include two contactable referees