

LITTLE STONES

EARLY LEARNING

Little Stones Early Learning Centre is family owned and operated and as locals ourselves, we are proud and excited to bring a premium early learning Centre to Romsey April/May this year. At Little Stones Early Learning Centre we strive to find the right people to join our dedicated and passionate team. Our service will operate Monday to Friday 6:30am to 6:30pm and the ideal candidate will work a 7.5-hour shift on a rotating roster.

Job Title: Co-Ordinator & Educational Leader

The benefits of working at Little Stones Early Learning Centre

- Great working conditions
- Well-resourced service
- Uniforms provided
- Well-equipped staff room
- Generous programming time
- Staff discount for children attending the service
- Owners with an education and care background



The ideal candidate will have the following:

- Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), or:
- Diploma of Early Childhood Education and Care (or equivalent)
- Current Emergency First Aid response in an Education and Care Setting qualification
- Current ACECQA approved Anaphylaxis and emergency asthma management training
- Valid Working with Children Check
- Accredited Child Protection Training
- Food handling certificate
- Minimum 3 years' experience in a leadership role in an Early Childhood Service or Minimum 5 years' experience working in an Early Childhood Service

We require the following experience:

- Previous experience in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional development and training, team leadership and management of staff.
- Understanding and working knowledge of WHS legislation
- Demonstrated knowledge of the Early Years Learning Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018)
- Able to write and review Policies and Procedures
- ECA Code of Ethics

Job responsibilities include but are not limited to:

- Experience in all aspects with XPLOR (ideal not essential)
- Assist the Director to provide leadership and management to educators/ staff regarding all aspects of the operation of the service in line with relevant regulations and procedures
- Liaise closely with and provide periodical reports to the Director regarding matters relating to the smooth operation of the service
- Perform the role of Director in the absence of the Director
- Maintain a rotating roster in accordance with the Director

- Be responsible for the development, implementation and reflection of a high-quality program based on service values and philosophy in collaboration with the Centre director, and all staff members
- Inspire and mentor educators regarding the implementation of service program to ensure compliance of the National Quality Framework (NQF)-National Law and National Regulations, National Quality Standards, and approved learning frameworks
- Build and maintain positive relationships with children, families, educators, and staff to deliver best outcomes for families and children.
- Willing to jump onto the floor when needed.
- Have a strong passion for Reggio Emilia approach
- Research incursions and excursions for educators to implement
- Assist staff with professional development

If you think you're the right fit we would love to hear from you!
Simply email your resume to admin@littlestoneselc.com.au



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