



Hillbrook Early Learning Centre

Position Description

Position Details

Position Title	Early Childhood Teacher
Reporting to	Director of Hillbrook ELC
Employment Type	12 month full-time contract for 2022

Hillbrook Early Learning Centre

Hillbrook ELC is a 25-place centre situated in Hillbrook School campus. We operate during school terms from 7:30am to 4:30pm, Monday to Friday. We deliver a Queensland Government Approved Kindergarten Program 5 days a week by a Bachelor qualified Early Childhood Teacher.

We are a small centre consisting of two multi aged rooms, catering for children aged 6 weeks to 5 years old. This enables us to offer a multi-age learning community making use of combined classrooms and shared outdoor learning environments. We pride ourselves on our play based educational programs, continuity of care, children and staff wellbeing and the wonderful relationships we establish with our families.

Our philosophy is reflected in our practices which is to nurture the development of the “whole child”, acknowledge each child has a unique learning style and promote inclusion. We believe that Hillbrook is like a home away from home for our children and is a wonderful place to work as educators feel valued and respected.

The Role

We are currently seeking a person to join our dedicated team. You must be passionate about early childhood, caring and prepared to become part of our Hillbrook family.

This is a full-time position for a Bachelor qualified Early Childhood Teacher. Working hours will be between 7:30am to 4:30pm. Monday to Friday.

You will be required to collaborate with the Educators and children in the Tadpole Room (8 children aged between 6 weeks to 30 months old) and the Tree frog Room (30 months to 5 years old) with daily routines, educational experiences and facilitate play based learning.



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Key Responsibilities

Position Responsibilities

- An ability to be warm, caring and responsive to each child's individual needs.
- Develop a co-operative and supportive relationship with all staff members to create a nurturing environment for all stakeholders.
- Develop respectful relationships with families.
- Maintain a high standard of professionalism, a co-operative team based culture and a commitment to the care of all children in both in the assigned room and across the centre.
- Ensure that the environment is kept in a safe and hygienic state at all times.

Organisational Responsibilities

- Attend Staff meetings (one hour paid meeting per term) and training opportunities which are provided and assist in the promotion of a team environment.
- Uphold and promote the policies, procedures and standards of Hillbrook Early Learning Centre.
- Maintain confidentiality in issues relating to children, families and staff.
- Share routine tasks with co-workers.

Competencies/ Selection Criteria

1. Qualifications and Experience

- Bachelor Qualification in Early Childhood Education is essential.
- Experience in EYLF and QKLG
- Current First Aid, with Asthma & Anaphylaxis training.

2. Knowledge, Skills and Competencies

- Highly developed interpersonal skills and ability to work co-operatively.
- Commitment to support the ethos of Hillbrook Early Learning Centre and its wider Hillbrook Anglican School community



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- Commitment to support the safety and wellbeing of children and the protection of children from harm in accordance with Hillbrook Early Learning Centre policies.
- Possession of or eligibility for a 'Working with Children' suitability card.
- Maintain respect for confidential information.

Our centre is highly regarded by our community because our educators are dedicated and strive to provide a high standard of education and care.

Conditions, Entitlements and Benefits

- The position for an Early Childhood Teacher is a full-time maternity leave contract position for 2022, commencing 19 January 2022.
- The position is paid in accordance with the Educational Services (Teachers) Award.

Application Process

The closing date for applications is **Monday 15 November 2021**.

In your application, you should include:

- Resume - highlighting experience relevant to the position.
- Why you believe that you are qualified for this position.

All applications should be addressed to the Director of Hillbrook ELC and emailed to: positions@hillbrook.qld.edu.au

Receipt of application will be acknowledged by email. The Director reserves the right to fill the position by invitation or to re-advertise the position. After the closing date, short-listed applicants will be contacted by the Hillbrook ELC, in order that an interview can be arranged. Only short-listed applicants will be contacted.