



# EAST PRESTON ISLAMIC COLLEGE POSITION DESCRIPTION

Position Title	Assistant Educator
Classification	General staff award
Time Period	& D V X D O 3 R V L W L R Q
Reports to	ELC Director
Updated	February 2021

-educational College and is committed to be an Islamic community that develops extraordinary learners with a passion to serve others. The College is dedicated to enhancing the expertise of our staff, placing a strong focus on professional development and leadership opportunities. We are a vibrant community that values passionate and committed teachers who engage, challenge and develop their students in their Islamic faith journey, personal development and academic study.

## ROLE DESCRIPTION

The Assistant Educator is a Certificate 3 or Diploma qualified childcare professional with responsibility for assisting with the daily routines and delivery of the educational program in line with the Victorian Early Years Learning Development and National Quality Frameworks. They perform an important role caring for children, maintaining a welcoming, high-quality, stimulating learning environment. Their role includes attending to the physical, social and emotional needs of the children as required, the preparation of activities, general cleanliness and safety of the service and the packing away of equipment and materials as directed by the teacher. Their pedagogical practices are aligned to the organisation's purpose, values, policies, and procedures.

## RESPONSIBILITIES AND ACCOUNTABILITIES

- x Islamic Leadership
- x Be committed to Islamic leadership in the performance of all duties.
- x Strive to set an example which is compatible with the College's Islamic ethos.
- x Have a well-articulated philosophy of Islamic education.
- x Actively influence the spiritual, relational and emotional atmosphere that characterises East Preston Islamic College as an Islamic College and Early Learning centre, through leading and facilitating regular activities, events for staff, students and families within the Early Learning Centre
- x Assist the teachers to establish and maintain a strong community service culture within the Early Learning Centre.
  
- x Organisational Leadership
- x Operate in a professional manner at all times and ensure that the service meets the requirements of the Education and Care Services National Law Act 2010 (National Law), Education and Care Services National Regulations 2011 (Regulations), relevant curriculum framework, Quality Improvement Plan and policies and procedures of the service.
- x Contribute to the creation of a safe, welcoming and inclusive environment for all children
- x To be aware of the EPIC Early Learning Centre policies and procedures and ensure these are adhered to ensure the welfare of all children
- x Ensure that Occupational Health and Safety policies and procedures are always adhered to
- x Have a working knowledge of College administration systems, such as Compass.



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- x Assist in the Organisation of systems and procedures to ensure consistent, high-quality care
- x Ensure that the Early Learning Centre is always a child safe environment including incursions and excursions.
- x Be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection policies
- x Develop genuine bonds with children
- x Be on a 3 (days)-8 (. )TJ .566 .3 (di)3p a cdiays vion e.2 (i)3.TJ EM/2 (i)3.(l)-8.9 an.



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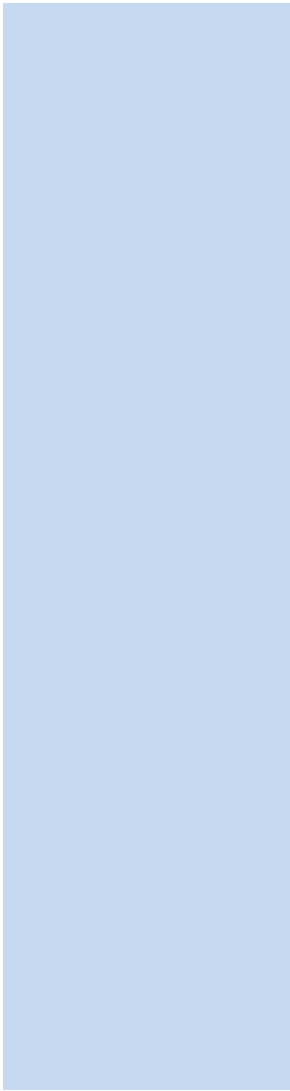
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- x To assist in the development and support of other staff members by communicating effectively,



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