



EARLY LEARNING CENTRE ASSISTANT

Commencing Term 1, 2024

We are seeking an Early Learning Assistant to support our Early Learning Centre Team. This position is fixed-term to December 6 2024, part-time, Wednesday 10am – 2pm (approx. four hours per week), school term time only.

Context of the Role

The Hamilton and Alexandra College is a proudly regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future-focused academic program that nurtures and develops the whole child, providing opportunities to pursue passions and achieve to the highest standard.

Purpose and Responsibilities

The main duties of the Early Learning Centre Assistant include:

- Supporting the Early Learning Centre philosophy and our commitment to the principles of the Reggio Emilia philosophy.
- Being an active contributor to the early learning team.
- Supporting staff with setting up activities.
- Engaging with the children in a positive and respectful manner.
- Maintaining a clean and safe learning environment.
- Other duties and tasks as directed by the Director of the Early Learning Centre.

Requisite Skills and Experience

Qualifications/Experience:

- Minimum Diploma in Early Childhood Education and Care or equivalent qualification as approved by ACECQA.
- Current Working with Children Check.
- Current Police Check.

Essential Skills:

- Ability to engage with and support children in an educational setting.
- Awareness of the educational philosophy of Reggio Emilia.
- Knowledge and understanding of the National Quality Standards, the My Time Our Place framework the Early Years Learning and Development Framework and relevant national legislation and regulations.
- Confidentiality of information and interactions with the children, other staff and families.
- Capacity to work positively within a team environment as well as work independently.
- Organisation skills and the ability to prioritise tasks.
- Capacity to engage and interact with a wide range of people.



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Must hold or be willing to hold:

- Level 2 First Aid
- Anaphylaxis Training
- Asthma Training
- Child Protection in Early Childhood

QUESTIONS

If you have specific questions about the role, please email the Director of Early Learning, Silvina Werner, at swerner21@hamiltoncollege.vic.edu.au.

Application Process

Applications should be submitted via email to admin@hamiltoncollege.vic.edu.au. Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of two professional referees.

Applications should be addressed to:

The Business Manager
Mr Jason Bourke
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

Application due date: 18 March 2024 (*applications will be processed on receipt*)