
JOB TITLE	Early childhood mentor
DATE	11 th January 2022
REPORTS TO	Centre manager and Education Assistants

POSITION DESCRIPTION

Position purpose Help our children develop a lifelong love of learning through child-led enquiry, connections to our local primary school and positive experiences within our community.

Main tasks Core objectives include:

- Assist with the collection, monitoring, assessing, and analysing of child progress data.
- Provide one-to-one reflective strategies for improving teacher-child interactions and how to work with culturally, linguistically, and developmentally diverse groups of children.
- Conduct small group meetings for educators to discuss appropriate curriculum planning and implementation, the ongoing assessment process, and how to individualize curriculum.
- Provided learning opportunities for the educators to reflect on and apply theory and learning to everyday practice.
- Review current programs.
- Support educators with play base learning and setting up learning environments.
- Support educators with provocations and follow ups.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

- Fulfil other duties as required by management and other department personnel as requested/required.

Required qualities

- A natural, warm and enthusiastic leader ready to motivate your students
- Dedicated to creating friendly, caring and active learning environments
- Proven ability to build and nurture respectful and mutually-beneficial partnerships with parents and families Genuine desire to maximise children's love of learning
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Desired competencies

- Analytical thinking.
- Initiative.
- Tenacity.
- Strategic thinking.
- Positive approach to change.

PERSON SPECIFICATION

Qualifications

- a bachelor's degree in child development or early childhood education

Experience

- Lead and mentoring educators.

Knowledge

- NQF and EYLF.

Skills & competencies

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Professional approach (essential).
- Confident manner (essential).
- Positive approach to change (essential).

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

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Employee

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Date

SIGNED BY MANAGEMENT

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Manager

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Date