



**HAILEYBURY**  
BERWICK BRIGHTON KEYSBOROUGH

Position Description

## **Early Learning Centre teacher**

**Part-time (0.6)**

**Berwick**

Haileybury is one of Melbourne's leading independent schools with campuses at Brighton, Berwick and Keysborough. Acclaimed for its outstanding academic achievements, broad range of co-curricular activities, and state-of-the-art facilities, Haileybury is one of the most highly respected schools in Australia. Applicants should familiarise themselves with Haileybury through this website.

Haileybury Berwick is set in beautiful and spacious grounds at Berwick. The campus caters for approximately 650 students from Kindergarten to Year 11 and next year will provide Year 12. Haileybury has developed parallel education throughout the school, which sees co-instructional classes run from the Early Learning Centre until Year 4. From Years 5 to 12, boys and girls attend separate schools on the same campus. In certain studies, where a clear advantage exists for young men and women to learn together, co-instructional classes will occur.

**Berwick is currently seeking an Early Learning Centre Teacher to oversee one of our Reception groups. The position is part-time (0.6), commencing on 1 January 2010.**

The Early Learning Centre Teacher is responsible through the Head of the Early Learning Centre to the Head of Berwick for:

- Planning and implementation of the Indoor and Outdoor Program for one of our two Reception classes
- Pastoral Care for all ELC students
- Reporting to parents
- Administration of ELC.

The skills required for the position of Early Learning Centre Teacher include:

- Good interpersonal skills
- Broad understanding of early childhood learning models
- Innovation and flexibility in delivering to individual students within their learning environments
- Committed to ongoing professional development
- Familiarity with the use of information and learning technology in teaching.
- Knowledge of Children's Services Regulations
- Ability to work as a conscientious team member

Teachers at Haileybury are expected to be involved in the School's co-curricular program and work some evenings and Saturday mornings. The successful candidate will be expected to support the vision and ethos of the School.

For more information, please phone Mr John Fleming, Head of Berwick, on  
(03) 8768 2300

Applications should be forwarded by close of business on Monday, 9 November 2009 to:

Mr John Fleming  
Head of Berwick  
Haileybury  
138 High St  
Berwick 3809

Or

[john.fleming@haileybury.vic.edu.au](mailto:john.fleming@haileybury.vic.edu.au)

Applicants from linguistically and culturally diverse backgrounds are also encouraged to apply.

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