

## **POSITION DESCRIPTION**

<b>Title:</b>	<b>Early Childhood Educator</b>
<b>Classification:</b>	Early Education and Care Employee Level 3.4
<b>Usual Work Location:</b>	Calwell Early Childhood Centre
<b>Cost Centre:</b>	135
<b>Usual hours of work:</b>	75hrs per fortnight
<b>Position Objective:</b>	Provide support and care to children as instructed by the Room Leader.
<b>Essential Qualifications:</b>	Diploma of Early Childhood Education and Care

**Position Responsibilities:**

- **Personal and Professional Development:**
  - Continually develop both personally & professionally to meet the changing needs of your position, career & industry.
  - Attend all training sessions provided by the organisation and be actively involved in other training & development as required.
  - Actively participate in the Performance Management process as required.
  - Attend staff meetings, team development and planning seminars, if requested.
- **Communication:**
  - Act in a professional manner at all times.
  - Positively promote the organisation both internally & externally.
  - To provide prompt and courteous service to all children, families, colleagues and the community.
  - Maintain confidentiality on all issues relating to the organisation, the children, families & colleagues.
  - Treat all children & families with respect & equality, whilst being responsive to their needs.
  - Maintain a professional and pleasing telephone manner and be responsive to telephone inquiries.
  - Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.
- **Documentation:**
  - To assist in the development of documentation that is accurate, completed and stored in a professional and timely manner.
  - To assist in assessing and recording of the individual developmental progress of each child.
  - To maintain appropriate and up to date records as directed by senior educators, centre policies and procedures.
- **Position Responsibilities:**
  - To notify the Room Leader of any matters relating to concern for the well-being of any children;
  - To endeavour to establish warm, nurturing relationships with each child and friendly, supportive relationships with parents;
  - To attend to children's personal hygiene and toileting throughout the day;
  - To be responsible for cleanliness and tidiness of the Centre;
  - To be responsible for the safe storage and maintenance of play equipment, and notify the Director of any defects;
  - To ensure that all regulations, licensing guidelines, Centre and school policies and procedures are observed;
  - To provide a safe, physical environment;

- To assist with the preparation of and cleaning up after children's activities, morning and afternoon tea and lunch, as required;
  - To work as a member of the Centre team;
  - To be actively involved in the Quality Improvement system;
  - To positively promote the Centre to the general public;
  - To perform other such duties as the Centre Director/Assistant Director or Room leader may from time to time require.
  - In addition to these responsibilities and duties, you are expected to undertake such other responsibilities and duties as may from time to time be assigned by Anglicare.
  - Work in alignment with the sanctuary Model Pillars, Anglicare Values, and Anglicare's Code of Conduct.
- **Teamwork:**
    - Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
    - Demonstrate the ability to work consistently positive within a team to achieve team goals.
    - Work harmoniously with other team members to achieve excellence in every aspect of service delivery.
    - Resolve any workplace conflict in a professional manner and through the correct organisational processes.
    - Maintain and initiate regular and professional communication with all relevant colleagues and managers.
  - **Continuous Improvement:**
    - Develop an understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.
    - Participate in and contribute to quality improvement programs and other organisational activities to meet Centre and Accreditation Standards.
    - Participate and contribute in occupational health and safety activities to ensure a safe work environment for children, families, staff and visitors.

### **Key behaviours:**

#### Child and Family Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

#### Personal and Professional Development

Engages in and instigates professional development, conversations and research.

### Communication

Communicates respectfully, clearly and accurately – listens to and understands the views of others.

### Team Building

Promotes the achievement of results through cooperation and joint efforts between team members.

### Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

#### **Key skills:**

- The ability to engage and interact with children.
- The desire to communicate effectively with families.
- Excellent written and verbal communication skills.
- To be motivated to learn and improve practices.
- A desire to be the best you can be.

#### **Key knowledge areas:**

- To ensure that all regulations, licensing guidelines, Centre and Agency policies and procedures are observed;
- To understand and be actively involved in the National Quality Improvement processes;
- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Be aware of and practice according to the centre's philosophy and goals.
- Developing understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.

#### **Key experience:**

- An understanding of the needs of children and families and how to meet them.
- Excellent written and verbal communication skills.
- Demonstrated ability to work with a team.

#### **Reports to: Centre Director**