

POSITION DESCRIPTION

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