

## POSITION DESCRIPTION

**Title:** Early Childhood Educator [Trainee, Full Time & Part Time]

**Enterprise Agreement:** Children's Services Award [MA000120]

**Classification:** Children Service's Employee (Level 1.1 – 2.2)

### **Position Objective:**

Trainee Early Childhood Educators will support the team work collaboratively with all service staff in the implementation and evaluation of high-quality educational play-based programs suitable to the needs of children birth to five years (Early Childhood Centre), 3-5 years (Preschool) and/or 5-12 years (Out of School/Holiday programs). Trainees will also support children's safety, wellbeing, learning and development.

### **Role Description:**

Trainee Early Childhood Educators will establish warm, nurturing relationships with each child and friendly, supportive relationships with their families while attending to children's health and wellbeing throughout the day.

Trainee Early Childhood Educators will assist the team and service leadership by contributing to the educational program, providing responsive care to young children, participating in all aspects of the daily routine and learning through action. As part of your studies, you will learn about the principles, practices and outcomes of the Early Years Learning Framework (EYLF) and/or My Time, Our Place (MTO) to provide children with the best possible start to life.

Trainee Educators will uphold and adhere to the National Quality Standards, and work in accordance with the Education and Care Services National Regulations as directed by service leadership.

Trainee Educators personal philosophy and values will align with the Sanctuary Model Pillars, Anglicare's Values, and Anglicare's Code of Conduct.

## **Primary Responsibilities:**

### ***Provide prompt and courteous service to all children and families***

- Build and maintain respectful relationships with every family in the service, creating a welcoming atmosphere at all times.
- Value and respect the family's involvement and share the decisions regarding their child's learning and wellbeing. Use and include information from families to ensure that their involvement shapes the curriculum.
- Promote a sense of belonging through engaging in meaningful, respectful and reciprocal interactions.
- Liaise with families, informing them about their children's day and experiences and report families' needs and those of the children to the Team Leader.
- Treat all children and families with respect and dignity whilst being responsive to their needs.
- Assist in the development, implementation and evaluation of learning programs by evaluating, reflecting and making suggestions on the learning and development of the children in the program that follows a complete planning cycle.

### ***Provide a safe environment for children***

- Monitor children's physical, emotional, cultural, psychological and moral safety at all times.
- Develop responsive and meaningful interactions with children and trusting relationships that engage and support each child's feeling of security, confidence, and inclusion, and ensure their dignity is always maintained.
- Encourage meaningful involvement from all children in all experiences, including nappy changes, meal times, and packing and putting away resources. This will scaffold children's abilities to collaborate, learn from, and help each other.
- Ensure to help create and maintain a positive environment within the service by providing support and guidance to Educators where every child can engage with Educators in meaningful, open interactions that support the acquisition of skills for life and learning.
- Follow all indoor and outdoor supervision plans and risk assessments and contribute to any changes and updates.
- Assist with the preparation of and cleaning up after children's activities, morning and afternoon tea and lunch, as required
- Attend to children's hygiene and toileting throughout the day.

### ***Values, Sanctuary and Culturally Inclusive Practice***

- Be actively and independently involved in Anglicare's early-year education programs to extend learning opportunities for children aged birth to school age and/or school-age children in line with the National Quality Standards, Early Years Learning Framework, My Time, Our Place and our service philosophy.
- Commit to training in the trauma informed Sanctuary Model and implementing this model of care in day to day work with children, their family members and all members of the Team.

- Work in alignment with the Sanctuary Model Pillars, Anglicare’s Values, and Anglicare’s Code of Conduct.
- Demonstrated commitment to ongoing learning of culturally inclusive and respectful practices.

**Qualifications:** Nil.

**Key skills and experience:**

- Personal attributes of flexibility, resilience and enthusiasm.
- Commitment to completing Certificate III studies, including working towards due dates as set out by Anglicare College
- Demonstrated ability to work with a team.
- The ability to engage and interact with children.
- The ability to communicate effectively with families.

**Key knowledge areas:**

- Early Years Learning Framework (EYLF) or My Time Our Place (MTOPI)
- Centre’s philosophy and goals, as well as Anglicare’s values and mission.
- Relevant external legislation & internal policies and procedures that relate to this position and the organisation

**Other Requirements**

- Experience in caring for or working with young children is desirable but not a requirement.
- A current Working with Vulnerable People Card (**ACT**)
- A current Working with Children Check (**NSW**)
- First Aid Certificate and asthma/anaphylaxis training is desirable but not a requirement.

**Reports to:** Team Leader/Centre Director

**Direct reports:** N/A