

POSITION DESCRIPTION

Title: Early Childhood Educator (Certificate III qualified)

Award: Children's Services Award [MA000120]

Classification: Level 1.1 – 3.1, dependent on qualification

Usual hours of work: 75 hours per fortnight – full time
Part time as determined

Position Objective:

To provide support and care to children as well as participate in the development, implementation and evaluation of educational programs suitable to the needs of the children at the service.

Role Description:

Early Childhood Educators work closely with their team, Room Leader, Director and service leadership to support the delivery of high quality educational programs. Educators play a key role in assisting the team to attend to children's wellbeing and ensure that children are safe and supervised at all times. Educators will establish and maintain positive and professional relationships with children and their families that are warm and responsive.

Educators will work in accordance with Anglicare's policies and procedures, the Education and Care Services National Regulations, National Quality Framework and regulatory authorities. Educators will also work in alignment with Anglicare's Values, Anglicare's Code of Conduct, and the National Child Safe Principles, with an awareness of the Sanctuary Model of Trauma Informed Care.

Primary Responsibilities

Educational Program and Practice

- To assist in the development of documentation that is accurate, completed in a professional and timely manner.
- To assist in assessing and recording of the individual developmental progress of each child.
- To assist in the development, implementation, and evaluation of an educational program suitable to the needs of the children at the service. This may include contributing to the project books, portfolios and Storypark documentation.
- To maintain appropriate and up to date records as directed by senior Educators, service policies and procedures.

- To maintain up to date knowledge of the Early Years learning Framework and National Quality Standards that enables professional conversations between yourself and the room leaders.
- Participate in and contribute to quality improvement programs and other organisational activities to meet service and National Quality Standards.

Children and families

- To establish warm, nurturing relationships with each child and friendly, supportive relationships with parents and family members.
- Treat all children & families with respect and equality, whilst being responsive to their needs.
- To notify the Room Leader of any matters relating to concern for the well-being of any children.
- To provide prompt and courteous service to all children, families, colleagues, and the community.

Providing a child safe environment

- To be responsible for cleanliness and tidiness of the service.
- To be responsible for the safe storage and maintenance of play equipment, and notify the Director or service leadership of any defects.
- To provide a safe, physical environment, using safety check lists as a guide for monitoring physical environments.
- To assist with the preparation of and cleaning up after children's learning experiences, morning and afternoon tea and lunch, as required.
- Participate and contribute in Workplace Health & Safety activities to ensure a safe work environment for children, families, team members and visitors.
- Adhere to all aspects of the National Model Code (Taking Images or Videos of Children While Providing Early Childhood Education and Care)

Professionalism

- To positively promote the Centre to the general public;
- Act in a professional manner at all times.
- Positively promote the organisation both internally and externally.
- Maintain confidentiality on all issues relating to the organisation, the children, families & colleagues.
- Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.
- 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.

- Be responsible, honest and reliable, working in a committed and professional manner at all times.
- Resolve any workplace conflict in a professional manner and through the correct organisational processes.
- Initiate and maintain regular and professional communication with all relevant colleagues and managers.
- Continually develop both personally & professionally to meet the changing needs of your position, career and 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, planning seminars and family and community events.

Qualifications	<ul style="list-style-type: none"> • ACECQA approved Certificate III in Early Childhood Education, or working towards Certificate III (<i>please note Casual Educators applying to work within our Out of School Hours programs do not require formal qualifications</i>) • Current First Aid certificate, including CPR or willingness to obtain. • Current Child Protection training, or willingness to obtain
Key skills and experience	<ul style="list-style-type: none"> • Solid written and verbal communication skills • Ability to work within a team with a collaborative approach • Experience in working with children in Early Learning settings • Ability to work within organisational policies and procedures
Key knowledge areas	<ul style="list-style-type: none"> • An understanding and awareness of the National Quality Framework, the National Quality Standards, Early Years Learning Framework and My Time, Our Place Framework for Learning • Understand and be actively involved in the Quality Improvement Plan (QIP)/Self-Assessment, and assessment and rating processes
Other Requirements	<ul style="list-style-type: none"> • A current Working with Vulnerable People Card (ACT) or Working with Children Check (NSW) • Willingness to undergo a National Coordinated Criminal History Check
Reports to	<ul style="list-style-type: none"> • Room Leader, service Director
Direct reports	N/A