

## POSITION DESCRIPTION

<b>Title:</b>	<b>Early Childhood Educator (Casual)</b>
<b>Award:</b>	Children's Services Award [MA000120]
<b>Classification:</b>	Level 1.1 – 3.1, dependent on qualification
<b>Usual hours of work:</b>	Casual, as required

### 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:

Casual Educators work closely with the Educator teams, Director and service leadership to support the delivery of high quality educational programs. Casual 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.

Casual Educators will establish and maintain positive and professional relationships with children and their families that are warm and responsive.

Casual Educators will work in accordance with Anglicare's policies and procedures, the Education and Care Services National Regulations, National Quality Framework and other relevant regulatory authorities. Casual 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

#### 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 and equality, whilst being responsive to their needs.

- 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 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.

#### Practice:

- 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 and family members;
- To assist in the assessing and recording of the developmental progress of each child;
- To assist in the development, implementation and evaluation of an educational program suitable to the needs of the children;
- 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.
- To attend to children's personal hygiene and toileting throughout the day.
- 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 ensure that all regulations, licensing guidelines, service and/or school policies and procedures are observed.
- 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;
- To positively promote the Centre to the general public;

#### 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.
- 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.

#### Personal and Professional Development:

- 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 & community events – this is not a requirement of Casual Educators but we welcome your involvement and participation.

#### Continuous Improvement:

- Demonstrated understanding of relevant external legislation and 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 National Quality Standards.
- Participate and contribute in Workplace Health & Safety activities to ensure a safe work environment for children, families, team members and visitors.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 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>)</li> <li>• Current First Aid certificate, including CPR or willingness to obtain.</li> <li>• Current Child Protection training, or willingness to obtain</li> </ul>
<b>Key skills and experience</b>	<ul style="list-style-type: none"> <li>• Solid written and verbal communication skills</li> <li>• Ability to work within a team with a collaborative approach</li> <li>• Experience in working with children in Early Learning settings</li> <li>• Ability to work within organisational policies and procedures</li> </ul>
<b>Key knowledge areas</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Understand and be actively involved in the Quality Improvement Plan (QIP) and assessment and rating processes</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• A current Working with Vulnerable People Card (ACT) or Working with Children Check (NSW)</li> </ul>

**Reports to**

- Willingness to undergo a National Coordinated Criminal History Check
- Service Director
- Early Years Operations Manager

**Direct reports**

N/A