

POSITION DESCRIPTION

Title:	Educator – Diploma qualified
Award:	Children’s Services Award
Classification:	Level 3.1 (Diploma qualified)
Usual hours of work:	Full time 75 hours per fortnight Part time as agreed

Role Description:

Diploma qualified Educators are responsible for taking a leading role in the development and delivery of high quality education and care programs and practices that support all children’s learning and participation. Diploma qualified Educators will establish and maintain positive and professional relationships with children and their families that are warm, responsive and inclusive.

Diploma qualified Educators are expected to act as a role model, mentoring and supervising other Educators, staff and trainees to deepen their understanding of curriculum and pedagogy, and embed a culture of ongoing reflective practices. Diploma Educators will have a close working relationship with the Director, Assistant Director, and Educational Leader(s), and work collaboratively to continue to maintain a positive working culture.

Diploma Educators will work in accordance with Anglicare’s policies and procedures, National Quality Standards, and any other relevant Regulatory and/or funding bodies. Diploma Educators will also work in alignment with Anglicare’s Values, Sanctuary Model of Trauma Informed Care, Anglicare’s Code of Conduct, and the National Child Safe Principles.

As a part of Anglicare’s commitment to supporting continuity and care for the children and families, Diploma Educators will work on a flexible roster between the hours of 7:30am and 6:00pm within their contracted hours. Diploma Educators will work in consultation and negotiation within service requirements to adopt a reasonable work/life balance.

Position Objective:

Diploma Educators will support the Director in the operational management of the service, professional relationships, and in networking with all stakeholders. Diploma Educators will independently keep up with any personal and professional development, ensuring their skills and knowledge of current sector practices are maintained. Diploma Educators will also undertake administration and reporting duties as required.

In collaboration with service leadership, Diploma Educators are responsible for high quality service delivery for the children and families attending the service.

As part of Anglicare's supportive professional and personal development program, Diploma Educators may be requested to transfer for fixed periods of time to an alternative Early Childhood Service location. For this purpose, travel may be required as part of the role responsibilities.

The Diploma Educator role is suitable for Early Childhood professionals with minimum of 12 months experience in the Early Childhood Education and Care setting or Out of School Hours programs. Diploma Educators will be supported by Room Leaders, service Directors and Educational Leader, but the expectation is that Diploma Educators will also have the ability to work independently.

Diploma Educators will be responsible for the record keeping and any maintenance updating required under The National Quality Standards and the National Quality Framework for the children and Educators under their duty of care, ensuring compliance is met at all times.

Diploma Educators will support the Room Leader and service Director to ensure the safety and wellbeing of all children enrolled.

Primary Responsibilities:

Educational Curriculum and Design:

- Responsible assisting with the planning, implementation and evaluation of a developmentally challenging program for individual children, or groups of children, that encompasses the NQF, EYLF and theories of early childhood development
- Ensure curriculum choices are inclusive for all children and families' individual needs. This requires intentional opportunities for learning with an anti-bias and inclusive approach
- Understand and implement the unique service philosophy and ensure this guides curriculum design decisions
- Design and provide opportunities for children to engage in risk taking within their play, supporting their capabilities safely
- Ensure Indigenous perspectives are embedded within the curriculum, and influence a truth telling perspective that is age appropriate
- Assist in leading the room team in the development of child wellbeing plans to support each child's needs
- Scaffold learning opportunities in all-weather types; rain, cold, heat, and ensure this guides your curriculum design within all hours of daily operation
- Scaffold children's learning to build on their existing knowledge and skills through both emergent curriculum and intentional teaching
- Assist in creating documentation associated with every child's learning development and make available to families, ensuring a full cycle of learning occurs. This includes ensuring a progression of learning is evident for each child

The Children:

- Engagement with children will use a trauma informed lens when supporting individual needs
- Ensure a safe, caring and stimulating environment exists for all children and that the health, safety and wellbeing of each child is a priority following Anglicare's policies and procedures
- Daily practices give recognition to the UN Conventions on the Rights of the Child
- Daily Practices give recognition to the Australian Child Safe Standards
- Respond appropriately to any child who may be at risk of abuse or neglect and follow obligations under law as a mandated reporter
- All facets of children's individual routines, health requirements, medical requirements, cultural requirements, and socio-economic status differences will be catered to and supported with dignity and respect

As an Educator:

- Ensure that children's safety and wellbeing is the highest priority, and strictly adhere to all Child Safety policies and procedures including the National Model Code and use of personal devices within Early Learning and Out of School Hours settings
- Support the Director to ensure families and children especially those experiencing vulnerability can meaningfully participate within the program
- Maintain and strengthen the service strong positive workplace culture by engaging in Anglicare's Sanctuary Model pillars in engaging with colleagues
- Actively contribute to and support the services continuous improvement through the Self-Assessment working document and Strategic Inclusion Plan (SIP).
- Engage with the Director in support and supervision sessions in alignment with Anglicare's commitment to growth and change
- Lead and mentor Educator(s) to build and sustain a constructive teaching environment and identify professional development opportunities and manage performance
- Lead, role model and communicate best practice to Educator(s) team to encourage high performance and maintain a positive team environment
- Proactively respond to child and family needs by encouraging, valuing and respecting their involvement. This includes accurately and meaningfully reporting to families on children's individual development
- Understand where and how to utilise children's behaviour management, being responsive and supportive of their individual requirements. This includes understanding developmental differences and vulnerabilities. Dignity and rights will be upheld, and the Room Leader will refrain from using restrictive practices.

- Actively participate in team meetings, family activities, functions and special events as required
- Maintain professional knowledge, resources and skills through ongoing training, traineeship and professional development programs
- Ensure work is carried out in line with Anglicare’s Health and Safety policies and procedures, taking reasonable care of self and others both physically and psychologically in alignment with occupational health and work safety requirements

- Qualifications:**
- ACECQA approved Diploma of Early Childhood Education
 - ACECQA approved Child Protection training module (see ACECQA website for a list of approved course codes)
 - ACECQA approved First Aid qualification (HLTAID012 Provide first aid in an education and care setting) or willingness to obtain.

- Key skills and experience:**
- Excellent written and verbal communication skills
 - Ability to work within a team with a collaborative approach
 - Strong experience either leading or contributing to the leadership of a high performing team within the Early Childhood Education and Care Sector
 - To understand and be actively involved in the National Quality Improvement processes

- Key knowledge areas:**
- A strong understanding of the National Quality Framework, the National Quality Standards, and Early Years Learning Framework and the Education and Care Services National Regulations.
 - A strong understanding of your responsibilities as a Mandatory Reporter under Child Protection legislation.

- Other Requirements**
- Committed to continuous improvement, and a willingness to engage in professional development
 - Adapts a positive and responsive leadership style
 - Ability to work within organisational policies and procedures
 - Demonstrates professional conduct
 - Current ACECQA approved First Aid certificate, including CPR
 - Current Working with Children Check (NSW) or Working with Vulnerable People Card (ACT)
 - Australian citizenship or suitable rights to work in Australia
 - Willing to undergo a National Coordinated Criminal History Check

Reports to: Educational Leader(s), Assistant Director, Centre Director

Direct reports: N/A

Please note, offer of employment is conditional upon the outcome of the Working with Children Check (NSW), Working with Vulnerable People (ACT), and National Coordinated Criminal History check.