

Position Description



Position Title	Early Childhood Educator
Agreement / Award	Victorian Early Childhood Teachers and Educators Agreement 2020
Classification	Dependant on skills, qualifications & progression
Employment Status	As per Employment Contract
Division / Department	Children Services
Direct Reports	Nil
Reports to	Centre Director

POSITION SUMMARY

As part of a committed team, the Early Childhood Educator will have a genuine concern and interest in the wellbeing and educational needs of the children. You will provide a high level of customer service and communication with parents and guardians and will be accountable for the learning and wellbeing of the children attending the service.

This position requires you to work under the direction of the Early Childhood Teachers and will undertake all responsibilities associated with being the certified supervisor in accordance with the requirements of The Children's Services Act Law and the Children's Services Regulations. You must be aware of and assist with implementing the kindergarten policies and procedures and will work towards implementing the Victorian Early Years Learning and Development Framework (VEYLDF) or The Early Years Learning Framework (EYLF) and The National Quality Framework.

You will also be required to operate in a professional manner and ensure that the kindergarten delivery in the pre-kinder room is of the highest quality, preparing the children with the skills for 3 and/or 4-year-old kindergarten. Must also comply with the Education and Care Services National Regulation 2011, the Education and Care Services National Law Act 2010 and Y Whittlesea policies and procedures.

DUTIES AND RESPONSIBILITIES

Deliverables of the role

- Work as part of a team to ensure high level care, supervision and education of the children is maintained at all times.
- Ensure you work within all regulatory, compliance and operational requirements for high quality service delivery.
- Maintain professional behaviour and confidentiality at all times.
- Facilitate an environment which encourages positive, respectful and effective communication with children, their families, the staff team and other community service providers that reflects high ethical standards.
- Maintain the integrity of Y Whittlesea in all aspects of carrying out your duties of employment and work within all Y Whittlesea policy guidelines and procedures.
- Assist in the support, mentor and the professional development of other team members and students.
- Lead by example in role modelling appropriate practice and supervise staff and student's ongoing learning and skill development.
- Ensure the program, routine and transitions are delivered in line with service requirements that are age appropriate and reflect the values of Y Whittlesea and the service philosophy.
- Assist children in engaging in their learning environments through play, role modelling and extending on children's skills and interests.
- Assist to develop projects, initiatives and community relationships.
- Work in partnership with families to support and facilitate the individuals' sense of belonging, trust, autonomy, initiative and agency.

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- To continue in developing knowledge and skills, reflecting continuously on current practice and update where required.
- Undertake general administration such as bookings, statistics, telephone enquiries, and contacting customers on waitlist as directed.
- Complete general cleaning duties such as bathroom, toilets, toys and equipment as required during the sessions.
- Set up and pack away equipment in accordance with room requirements including outdoor play.
- Have a thorough understanding and comply with the Children Services Regulations and Y Safeguarding Children and Young People Policy.
- Document children's learning through reflections and stories in line with the Early Years Learning and Development Framework.
- Provision and evaluation of an educationally based activity program based on general and specific goals and objectives for the group.
- Assist with routines feeding, toileting and tending to children's needs as required.
- Liaise with parents and provide positive feedback regarding their child/children.
- Immediately respond to customer needs or concerns to ensure the quality of service meets agreed standards.
- Know and follow medical action plans as required.
- Comply with the Centre's procedures for safety and with the legislative requirements of the Children Services Regulations.
- Work in accordance with food safety regulations
- All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the EYLF, VEYLDF and FSAC, and the NQF Quality Areas, Standards and Elements.

Deliverables of the role (Cert III Educator role)

- Will work under general supervision and with guidance to undertake related tasks based on your level of training.
- Record observations of individual children or groups for program planning purposes for qualified educators
- Under direction liaise with parents/carers related to their children
- A higher graded level 1 may work under occasional supervision and autonomously at times.
- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.
- Assist in the preparation, implementation, and evaluation of the program in line with the Early Years Learning and Development Framework

Deliverables of the role (Diploma Educator role)

- Will work under occasional supervision and/or autonomously as required by the teacher and be able to take on all the tasks associated with a Level 1 Educator.
- In collaboration with the teacher take detailed written observations of children
- Assist in the preparation, implementation, and evaluation of the program.

KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Quality of planning	Learning activities and experiences are purposeful.	Personal motivation & drive	Self-professional development.
Reliability	Consistency in roster commitment and attending shifts.	Documentation	All required and legislated documentation is kept up to date.
Compliance	Adhere to health and safety and promote a safe environment. Adhere to Y-MAC compliance.	Communication	Strong and effective communication with co-workers/parents/guardians/children achieved.

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CAPABILITIES & ATTRIBUTES

- Excellent written and oral communication skills.
- Demonstrated ability to communicate with parents/caregivers.
- Lead by example through a strong work ethic.
- Model, demonstrate and teach the positive values of caring, honesty, respect, and responsibility.
- Work as part of a team and always show professionalism.
- Being punctual in attendance at every shift, and at staff meetings and training.
- Creative, resourceful, and pragmatic with a positive 'can do' and solution-focused attitude.
- Maintain a high level of discretion and confidentiality.

KEY SELECTION CRITERIA

Qualifications (pre-employment conditions)

- Current Employee Working with Children Check
- Current National Police Check (*no more than 6 months old*) and to be renewed every 3 years
- International Police check if you have lived outside Australia in the last 5 years
- Current First Aid and CPR
- Current Anaphylaxis and Asthma qualification
- Minimum training requirement as required by ACECQA (*one of the below*)
 - Certificate III in Children Services (*required for Co-educator role*)
 - Diploma in Children Services (*required as a minimum for an AGL role*)
- NDIS Workers Screening Check (*if working in a risk assessed role*)

Knowledge and Experience

- Experience working in an early years' service as an educator.

CONDITIONS OF EMPLOYMENT

- May be required to comply with any mandated vaccination requirements as amended from time to time.
- Maintaining mandatory qualifications / requirements.
- Completion of induction as required (within first six weeks of employment)
- Comply with our [Safeguarding and Licensing Framework standards and our NDIS Practice Standards](#)
- Be able to work a flexible roster, including early mornings, nights and weekends if required.
- Attendance and active participation at Y meetings and training when requested.
- This position is subject to a probationary period in line with your employment contract.

MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA'S HEALTHY WORKING CODE & ORGANISATION POLICIES

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