

Position Description



Position Title	Early Childhood Educator (Assistant or Qualified and/or Educational Leader)
Agreement / Award	Y Whittlesea Enterprise Agreement 2024
Classification	EC 2.1 – 3.2 (<i>dependent on qualification and experience</i>) <i>*Higher grade if a Room Leader</i>
Employment Status	As per Employment Contract
Division / Department	Early Years
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.

As the Early Childhood **Assistant** Educator or **Qualified** Educator, you will assist the Qualified Room Leader in the development and implementation of the high-quality program by ensuring children's interests and development are met.

The Early Childhood **Assistant** Educator would have completed their Certificate III in Children Services or equivalent and will have sufficient knowledge or experience to perform the duties of an Early Childhood Assistant Educator.

The Early Childhood **Qualified** Educator would have completed their Diploma in Children Services or equivalent and will have sufficient knowledge or experience to perform the duties of an Early Childhood Qualified Educator as well as take on the same duties as the Early Childhood Assistant Educator. The Qualified Educator will also demonstrate skills and knowledge acquired beyond the competencies required for a Certificate III qualification.

As the Early Childhood **Qualified** Educator, you may also be given the role of the Educational Leader Role, this will be noted on the employment contract. If also employed as the **Educational Leader**, this will be noted on your employment contract and additional roles and responsibilities form will need to be signed to agree to those responsibilities.

The positions will require a commitment to a learning approach which focuses on facilitating the child's capacity to engage in an environment that is safe, secure, nurturing, and educational. The children, their needs, their interests, and their capacity to develop their opportunities for learning are the focal point of the Y program delivery.

The Y curriculum is structured on a play-based approach that reflects best practice in the early childhood educational field that aligns with current research. Our curriculum approach is child centred, family focussed and connects with the community. The curriculum is aligned to the Early Years Learning Framework of Australia and the Victorian Early Years Learning and Development Framework.

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.

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- 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.
- To continue in developing knowledge and skills, reflecting continuously on current practice and update where required.
- 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.
- Under general supervision, lead play-based learning and development activities through the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
- Monitor and document children's growth and educational progress.
- Under direction, work with individual children with particular needs.
- With general guidance from supervisor, collaborate with families to share insights on child development.
- Assist in the direction of untrained staff.
- Undertake and implement the requirements of quality assurance.
- Assist in the preparation, implementation, and evaluation of the program in line with the Early Years Learning and Development Framework.

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Deliverables of the role (Diploma Educator role)

- In consultation with the Director and/or Room Leader responsible, design and implement targeted educational programs and strategies that are developmentally appropriate.
- Assist in the preparation, implementation, and evaluation of the program.
- Assist with training and guiding staff in child development and educational methods. Supervision of students on placement.
- Manage child assessments and ensure educational standards are met.
- Responsible for ensuring a safe environment is maintained for both educators and children.
- Responsible for ensuring that records are maintained accurately for each child in your care.

Deliverables of the role (Educational Leader Role)

If appointed as an Educational Leader as an extension of this role, you will also be provided with a separate position description, outlining those more specific responsibilities. All Key responsibilities are based on the National Law and Regulations, the Principles, Practices and outcomes detailed in the EYLF, VEYLDF and the NQF area, standards and elements.

- Lead the planning and implementation of a quality educational program.
- Lead the team of educators and plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Mentor the team of educators to actively support every child to participate in the program and ensure that the program promotes children agency, choices and influence.
- Ensure all educators are developing and delivering effective and valuable documentation of children's learning in accordance with the service philosophy and the National Regulations.
- Lead the team and educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in their daily work.
- Provide opportunities for training and meetings with educators on a regular basis.
- Dedicated time will be given to the role of Educational Leader.

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.

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.

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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, Anaphylaxis and Asthma qualification.
- Minimum training requirement as required by ACECQA (*one of the below*);
 - Certificate III in Children's Services (or equivalent) – (*this will attract the Level EC 2.1 – 2.2*).
 - Diploma in Children's Services (or equivalent) – (*this will attract the Level EC 3.1, to increase to EC 3.2 after 12 months employment*).
- *Room Leaders will attract a higher level (EC 4.1 - 4.2) with additional responsibilities (a separate PD will be provided).
- 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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