

## Early Childhood Educator

### POSITION DESCRIPTION

**POSITION:** Early Childhood Educator

**ORGANISATIONAL UNIT:** Early Childhood Services

**POSITION STATUS:** 1.0 FTE EFT (37.5 hours per week)

**CLASSIFICATION:** Children Services

#### POSITION OVERVIEW:

To contribute as an effective member of the team to the provision of a quality child care service from the Early Learning Services, Bacchus Marsh Grammar, Woodlea which meets legislative requirements, meets customer expectations and operates in accordance with School policies and procedures.

### KEY DUTIES & TASKS

#### 1. General Responsibilities

##### Room Management

- Record in room, all relevant information and daily routines;
- Set up room or instruct staff on room setting up procedures as required according to rostered shift changes;
- At the end of activity ensure equipment is cleaned and packed away and room or yard is left tidy;
- Organise meal preparation and serving for individual children;
- Carry out cleaning duties as per roster and as directed;
- Work with children and direct staff to work with children with individual or particular needs;
- Confirm each child's arrival/departure time has been recorded by the parent and follow any parent instruction for their child; and
- Report to each child's parent on the child's day, activities and routine.

##### Program Planning

- Plan and implement a program that suits the needs of individual children, groups, taking into account the centre philosophy and values, in particular the values of social equality, gender equality and multiculturalism;
- Planning is completed for each child in a 4-week block;
- Take observations for individual children and groups for program planning purposes;
- Instruct and direct staff under your supervision to report/record observations on individual children and groups for program planning purposes. Observe and evaluate each child's progress;
- Undertake work with individual children with particular needs; and
- Ensure that each child is given individual attention ensuring their comfort and emotional needs are met at all times.

##### Supervision

- Supervise an account for all children's welfare and safety in your care at all times;
- Supervise all meal and snack times; and
- Ensure all team members are following the rooms supervision plan.

##### Administration

- Provide written reports for the monthly newsletter and year book;



- Record any incident, accident, illness or medication given;
- Ensure a parent signs off any incident, accident, illness or medication given to their children at the time of pick up;
- Report to the Director of Early Childhood Services any incident, accident or medication given; and
- Notify the Director of Early Childhood Services of any toys or equipment in need of repair.

**Quality and Standards**

- OH&S – identification, mitigation of potential risks;
- Risk Management – identity, mitigation of potential risks; and
- Understanding of and full compliance of all relevant regulatory framework.

**Program Delivery**

- A full understanding of the requirements of the National Quality Standards;
- At all times show a commitment and professional approach to the ongoing process of the National Quality Standards both within the centre and beyond; and
- Manage the Accreditation process – this includes preparation of documentation, attendance at the meeting and implementation of practices resulting in high standards of childcare.

**2. Managing Self & Professional Skills**

- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

**3. Working with People**

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

**4. Other duties**

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

**ORGANISATIONAL RELATIONSHIPS**

**Reporting directly to:** Director of Early Childhood Services

**Direct reports to this position:** n/a

**Internal Relationships:** Director of Early Childhood Services, Kindergarten Teacher, Early Childhood Educators, etc.

**External Relationships:** Parents, local community.

**WORK DIRECTION/ SUPERVISION**

- This position has share authority in relation to the development and delivery of programs in accordance with the relevant Regulations, Acts, National Accreditation Standards and Centre policies and programs; and
- This position is accountable for the general supervision of childcare workers ensuring that developmental programs are implemented in accordance with Centre standards and practices and as appropriate refer operational or staff issues to the Director of Early Childhood Services.



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## KEY SELECTION CRITERIA

### Skills, knowledge and Experience

- Knowledge and experience in delivery of modern and progressive teaching practice;
- Demonstrated knowledge and understanding of children's development and children's family needs in a multicultural setting from diverse cultural, socioeconomic and religious backgrounds;
- Demonstrated knowledge and understanding in the application of Children's Service Centre Regulations including Mandatory Reporting requirements;
- Ability to be a valuable member of the early learning services team and contribute to the teams ongoing development; and
- Experience in effectively supervising Early Childhood Assistants (unqualified childcare workers).

### Qualifications/Licences

- Diploma of Childcare or equivalent;
- First Aid Certificate;
- Anaphylaxis Certificate; and
- Current working with children check.

## AUTHORISATION

### PRINCIPAL APPROVAL

\_\_\_\_\_ Date: \_\_\_\_\_  
**Debra Ogston, Principal**

### STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_