

Position Description – Early Childhood Educator

POSITION DETAILS

Position Title: Early Childhood Educator

Level: 1-3

Location: Banyo Early Learning Centre

Employment Type: Full time/Part time

POSITION SUMMARY

The Early Childhood Educator Assistant is responsible for:

- Providing high quality care to meet the physical, social, emotional and intellectual needs of individuals and groups of children in line the Children’s Services Act 1996, Children’s Services regulations 2009, The National Quality framework (NQF), Early Years Learning Framework (EYLF), and the Centre’s philosophy and mission statement.
- Assisting with planning, implementing and evaluating developmentally appropriate programs for individuals and groups of children in conjunction with other staff.
- Building and maintaining close relationships with parents/guardians of the children in the Centre, through constant communication, to meet the needs of individual families.

REPORTING LINE

Reports to: Director, Assistant Director and Educational Leader

ORGANISATIONAL ACCOUNTABILITIES

Banyo Early Learning Centre is committed to the health, safety and wellbeing of its staff. BELC and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. BELC also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Educators are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

KEY ACCOUNTABILITIES

1. GENERAL RESPONSIBILITIES

- Provide high quality care for 0-5 year's children in accordance with the Children's Services Act 1996, Children's Services regulations 2009, The National Quality framework (NQF), Early Years Learning Framework (EYLF), and the Centre's policies, procedures and philosophy.
- In conjunction with other staff, observe, and contribute to developmentally appropriate programs, which meet the physical, social, emotional and intellectual needs of individuals and groups of children.
- Assist in the maintenance of individual children's records and journals to ensure all children's interests and developmental needs are met. In conjunction with other educators ensure all records are kept up to date and available in the centre for families, educational leader, co-ordinator and others (including agencies).
- Share in the general cleaning and maintenance of the centre, ensuring that the environment is safe, clean and hygienic as well as aesthetically pleasing.
- A commitment to valuing Aboriginal and Torres Strait Islander cultures within the centre
- Ensure that confidentiality and privacy for staff, parents, and children's personal information is respected.
- Willingness to work across all age groups as required which also includes a flexibility in working times and rostering.
- Ensure that all information provided to you via parent and staff conversations and phone calls are passed on to the appropriate persons in a confidential and respectful manner.
- Work according to the Code of Ethics of the Early Childhood Australia.
- Comply with the policies and procedures of BELC
- Ensure compliance with Child Protection Legislation and Policies.
- Advocate for children and families.
- Have a working knowledge of current research and the implications to education and care.
- Have an actively anti bias approach which is reflected in interactions with children, families and staff.
- Keep up to date with current developments in the Early Childhood field.
- Have the ability to use basic information technology.
- Any other duties as specified by the Director, Assistant Director and Educational Leader.
- Complete all mandatory training in accordance regulations and service polies and procedures.

2. CHILDREN

- Create a safe, supportive, stimulating and educational environment for the children.
- Protect children and their rights.
- Form relationships with children which are comforting and nurturing.
- Ensure that the children are safe and adequately supervised at all times.

- To be aware of children's additional needs/requirements – diet/allergies etc.
- Assist with the implementation of daily routines.
- Ensure a high standard of hygiene in compliance with procedures and policies.
- Administer first aid or medication in compliance with procedures and policies.

3. STAFF

- Respect and support colleagues, developing positive channels of communication to ensure a smooth-running centre.
- Contribute toward a healthy team environment.
- Attend and contribute to centre functions, staff meetings, and staff development program.
- Collaborate with staff to ensure that the program is continually improving.
- Assume an equal share of housekeeping duties.
- Ensure that equipment is respected and maintained to an optimal level of safety.

4. FAMILIES

- Welcome each child and their family to the service each day and ensure communication is meaningful.
- Develop and maintain positive relationships with families.
- Share information with the family relating to their child and the daily experiences of the centre.
- Create a safe, supportive and informative environment for families.
- Act as a resource person for families.
- Attend parent meetings as required.
- Encourage families to participate in centre decision making and experiences.

5. CHILD PROTECTION

- Ensure compliance as a mandatory reporter, which requires reporting to Child First/nominated supervisor where there are reasonable grounds to suspect that a child is at risk of harm either at the service or external from the service.

6. OUR COMMUNITY

- Distribute information to assist families to access resources within our community.
- Be an advocate for high quality services for children in our community.
- Participate in excursions and experiences with children which promote awareness of our community.

Key Selection Criteria

1. Developing knowledge of the Services regulations 2011, The National Quality framework (NQF), and the Early Years Learning Framework (EYLF)
2. A developing knowledge of children's development and ability to observe, plan, implement and evaluate developmentally appropriate children's programs.
3. Developed interpersonal skills.
4. Demonstrated ability to co-operatively contribute to and support a team environment and to work flexibly, both within rooms and according to the needs of the Centre.
5. Demonstrated ability to work co-operatively and respect families from diverse cultural, socio-economic and religious backgrounds.
6. Participate in in-service programs, staff development programs and staff meetings.
7. High level literacy skills.

Qualifications

- A Certificate III or working towards/equivalent (recognised by ACECQA) in Early Childhood Education (minimum qualification)
- A current Senior First Aid Certificate, including CPR.
- Current Blue Card