

# Children Services



Position Description	
Position Title	Educator
Program Location	
Reports To	Centre Director
Direct Reports	Team Leader
Award	Children's Services Award 2010
Classification	Children's Services Support Employee Level 3
Community Services #1 Capability Level	Level 3
Objective	The purpose of the Educator position is to assist and be involved in the implementation of a program for children in Centre based care in accordance with Community Services #1 policies. The performance indicators set out below are adapted from the Community Services #1 Strategic Plan.
Key Accountabilities and Capabilities	<p><b>1. In relation to Community Services #1</b></p> <ul style="list-style-type: none"> <li>• To comply with the policies and procedures of the Organisation, and the Centre.</li> <li>• To adhere to the conditions of employment.</li> <li>• To maintain confidentiality and collegiality.</li> <li>• To perform duties in a responsible manner will full account of the duty of care towards all persons involved in the service.</li> <li>• To assist new staff member in complying with the policies and procedures of the centre and organisation.</li> </ul> <p><b>2. In relation to the program learning to:</b></p> <ul style="list-style-type: none"> <li>• To assist in the implementation and evaluation of the program for the children in their care which recognises: <ul style="list-style-type: none"> <li>○ Individual needs and development stage.</li> <li>○ All development areas.</li> <li>○ Small and large group experiences.</li> </ul> </li> <li>• To create a safe, stimulating and caring environment which respects all participants.</li> <li>• To include a variety of resources in the program and utilise outside agencies where possible to facilitate this.</li> </ul>

- To contribute ideas and suggestions to the program.

**3. In relation to the children:**

- To ensure that individual children's needs are met and that they are given care, attention and comfort as required.
- To assist in the recording of individual observations on a regular basis and make suggestions for the planning of appropriate experiences.
- To respect and value each child's background and culture, and display anti-bias practices throughout the program, routine and interactions.
- To expose the children to a variety of experiences, which will extend interest and stimulate them.
- To assist in the preparation of children's transitions throughout the Centre.
- To build a positive relationship with the children in order to develop trust between carer, child and parent.

**4. In relation to the staff will be learning to:**

- To work cooperatively with all staff members to develop a cohesive team within the Centre.
- To continue to develop a positive relationship with all staff/team members.
- To work closely with the Team leader in order to develop a mutual respect for each other's roles and responsibilities.
- To provide assistance to relief staff, students, volunteers and support staff.
- To be involved in the development, implementation, and evaluation of the daily program.
- To attend and participate in team and staff meetings.
- To have sound knowledge of the room routines and program, and lead the room in the absence of the Team Leader.

**5. In relation to parents will be learning to:**

- To ensure that effective open communication is developed and maintained with all parents.
- To be aware of and sensitive to the needs of the parents.
- To be able to initiate calm and respectful separation time for the parents and children.
- To share general information about the children with their parents in an appropriate and constructive manner.
- In consultation with the team leader to share developmental information about the children with their parents in an appropriate and constructive manner.

**6. In relation to the Centre will be learning to:**

- To comply with Licence Conditions.

	<ul style="list-style-type: none"> <li>• To ensure appropriate standards are met and maintained for the quality improvement and accreditation systems.</li> <li>• To participate in relevant training courses as organised by your Centre Director.</li> <li>• To show an interest in and share new and current information regarding the early childhood profession.</li> <li>• To ensure that participation as a team member is consistent and therefore providing an inviting environment for children, parents and staff.</li> <li>• To maintain a high standard of hygiene.</li> <li>• To monitor the Centre’s indoor and outdoor environment, so that a safe environment is maintained, by reporting any potential hazards to team Leaders or the Centre Directors.</li> <li>• Willingness and flexibility to make changes after consultation with Team leaders in the best interests of the centre.</li> <li>• To record and communicate accidents, incidents and illness as per Centre policy.</li> <li>• To contribute to policy formation and development.</li> </ul>
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<b>Selection Criteria</b>	
Required Qualifications, Skills and Experience	<p>Currently Holding a Certificate III in Early Education and Care</p> <p>A.C.T. Working with Vulnerable People Card</p> <p>Passionate about developing happy, capable and confident children through an engaging early education and care program</p> <p>Thrive in a team environment</p> <p>National Police Check</p>

<b>Acceptance</b>	
I understand and accept the duties and responsibilities as outlined in this position description.	<p>Employee:</p> <p>Date:</p>