

Childrens Services



Position Description	
Position Title	Diploma Qualified Educator
Program Location	
Reports To	Team Leader
Direct Reports	Nil
Award	Children's Services Award
Classification	Children's Services Employee Level 3.4
Community Services #1 Capability Level	Level 3
Objective	<p>The purpose of the Diploma Assistant position is to acknowledge the completion of the Diploma in Early Education and Care at Community Services #1 (CS#1) while continuing to perform the day-to-day Educator-level position duties.</p> <p>The position delivers high-quality curriculum-based programs for children within an early childhood education and care environment.</p>
Key Accountabilities and Capabilities	<p>Supported by the Team Leader, Educational Leader and Director, commit to building own knowledge, skills and pedagogy and critically reflecting on all aspects of the educational program.</p> <p>Assist with the assessment and planning cycle to design programs that enhance and extend each child's learning and development. This includes observation, analysing learning, documentation, planning, implementation and reflection.</p> <p>Work with the Team Leader to implement the successful planning, implementation and evaluation of a curriculum-based program that is reflective of the Early Years Learning Framework.</p> <p>Contribute to the ongoing development of the Quality Improvement Plan for the service.</p> <p>Assist with the documentation and assessment of children's developmental progress against the learning outcomes, establishing further learning goals.</p> <p>Ensure child safety through active supervision and report all issues in line with Mandatory Reporting requirements.</p> <p>Follow all risk management policies and principles in work practices and</p>

	<p>ensure incidents and events are appropriately reported and escalated.</p> <p>Maintain accurate records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p>
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Selection Criteria

<p>Required Qualifications, Skills and Experience</p>	<p>Diploma in Children’s Services (as approved by ACECQA).</p> <p>Commitment to support the Team Leader to implement, document and evaluate curriculum-based programs, experiences and activities that are based on individual children’s needs.</p> <p>High level communication and relationship-building skills.</p> <p>Demonstrated commitment to improving education and operations in an early childhood education and care environment by contributing to and implementing management-initiated enhancements.</p> <p>Demonstrated knowledge and sound understanding of early childhood education development and associated standards and guidelines.</p>
<p>Additional Requirements</p>	<p>A.C.T. Working with Vulnerable People Card</p> <p>Current First Aid Certificate</p> <p>Anaphylaxis and asthma qualification in accordance with ACECQA guidelines</p> <p>National Police Check</p>

Acceptance

I understand and accept the duties and responsibilities as outlined in this position description.	Employee: Date:
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