

Children Services



Position Description	
Position Title	Student Educator
Program Location	
Reports To	Centre Director
Direct Reports	Team Leader
Award	Children's Services Award 2010
Classification	Children's Services Support Employee Level 1-2
Community Services #1 Capability Level	Level 1
Objective	The purpose of the Student 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>1. In relation to Community Services #1</p> <ul style="list-style-type: none"> To comply with the policies and procedures of the Organisation, and the Centre. To adhere to the conditions of employment. To maintain confidentiality and collegiality. To perform duties in a responsible manner will full account of the duty of care towards all persons involved in the service. Provide supporting data to measure the Program's actions on social impact in contributing to the changes in the lives of individuals, families, and communities. <p>2. In relation to the program learning to:</p> <ul style="list-style-type: none"> To assist the Team Leader in the setting up of the planned daily experiences for the children in their care. Developing an awareness of the role that education plays in the rooms program and daily routines. To create a safe, stimulating and caring environment, which respects all participants. To develop an awareness of the variety of resources in the program. To support the Team Leaders program and share ideas and suggestions when appropriate.

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 respect and value each child's background and culture, and display
- Anti-bias practices throughout the program, routine and interactions.
- To develop an awareness of the kinds of experiences which will extend, interest and stimulate the children.
- To assist in the preparation of children's daily transitions throughout the Centre.

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, also to be involved in the day to day decision making within the room team.
- Where required to introduce relief staff to children and parents.
- To attend and participate in team and staff meetings.

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 share general information about the child's day to parents, to re-direct parents with further enquiries to a Team Leader.

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

- To comply with Licence Conditions.
- To ensure appropriate standards are met and maintained for the quality improvement and accreditation systems.
- To participate in relevant training courses as organised by your Centre Director.
- To work through the Certificate III as outlined in the Study Plan and attend monthly Study Groups.
- To ensure that participation as a team member is consistent and therefore providing an inviting environment for children parents and staff.
- To maintain a high standard of hygiene.
- 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 Director.
- To record and communicate accidents, incidents and illness as per Centre policy.
- To contribute to policy formation and development.

Selection Criteria

Required Qualifications, Skills and Experience

Enrolled and Studying Certificate III's and/or Diploma in Children's Services

A.C.T. Working with Vulnerable People Card

Passionate about developing happy, capable and confident children through an engaging early education and care program

Thrive in a team environment

National Police Check

Acceptance

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

Employee:

Date: