



Position Description (PD)

1. Position Overview

Position Title: Qualified Educator – Certificate III

Program / Service: Early Childhood Education and Care

Award / Classification: Children Services Award – Level 3

Reports To: Director (Early Childhood)

Direct Reports: Nil

2. Position Purpose

The Certificate III Educator role supports the delivery of high-quality education and care programs by assisting with the implementation of Early Years Learning Framework (EYLF)-aligned programs under the guidance of senior educators. The role promotes each child's learning, development, safety and wellbeing while following ACECQA requirements, the National Quality Framework and Community Services #1 policies. The educator contributes to documentation, builds respectful relationships with children and families, and supports continuous improvement within the service.

3. Key Accountabilities

1. Operational & Service Delivery

- Support the delivery of high-quality education and care programs that supports each child's learning, development and wellbeing, in accordance with the EYLF, under the guidance of the Team Leader/Educational Leader.
- Contribute to the assessment and planning cycle by observing, documenting, and reflecting on children's learning and experiences, in accordance with approved learning frameworks and service procedures.
- Work collaboratively with the Team Leader and Educational Leader to assist in implementing and evaluating curriculum-based programs that support children's interests, strengths and developmental needs.
- Document children's learning and developmental progress against learning outcomes and contribute to the identification of future learning goals as directed.
- Provide a safe, inclusive and engaging environment that promotes children's participation, wellbeing and development, following established routines and guidance from senior educators.
- Actively supervise children at all times to ensure their safety, wellbeing and protection from hazards.
- Undertake additional duties as directed that are consistent with the skills and expectations of a Level 3 Certificate III educator

2. Quality, Compliance & Risk

- Maintain a high standard of hygiene, safety, food handling and equipment care within established procedures.
- Comply with the Education and Care Services National Law and Regulations, National Quality Standards, Children's Services Award, and organisational policies and procedures.
- Meet Mandatory Reporting obligations and report child protection concerns in accordance with legislative and organisational requirements.
- Follow risk management and workplace health and safety procedures, ensuring incidents, hazards and concerns are appropriately documented, reported and escalated.
- Maintain accurate and timely records in accordance with privacy, confidentiality and ethical requirements.
- Embed child safety and vulnerable-person safeguarding obligations into all operational practices.
- Ensure accurate records are maintained in accordance with the Privacy Act 1988 (Cth) and CS#1 confidentiality requirements.

3. Leadership & Capability

- Participate in ongoing professional development to strengthen knowledge, skills and pedagogical practice in line with ACECQA requirements, with guidance from the Team Leader, Educational Leader and Director.
- Participate in reflective practice to evaluate educational programs and improve individual and team performance.
- Support colleagues through professional conduct, collaboration and shared responsibility for service operations.

4. Stakeholder & Relationship Management

- Build respectful and positive relationships with children to support their wellbeing, participation, learning and sense of belonging.
- Develop respectful, and professional relationships with families and colleagues.
- Under the guidance of the senior educators, communicate with families regarding children's experiences, learning and wellbeing within the scope of the role.

5. Continuous Improvement & Systems

- Contribute to the development, review and implementation of the service's Quality Improvement Plan (QIP) by providing feedback, reflections and observations.
- Follow established hygiene, safety, food handling and equipment care procedures to support high-quality operations.
- Participate in continuous improvement processes and reflective practice to support the service's commitment to quality education, care and inclusion.

- Support a consistent team approach that promotes a welcoming, inclusive environment for all children, families and staff.

4. Mandatory Legislative & Governance Responsibilities

The role holder is required to:

- Maintain accurate and complete records in accordance with statutory, audit, funding, and organisational requirements.
- Protect personal and sensitive information in accordance with the Privacy Act 1988 (Cth) and confidentiality obligations.
- Ensure WHS risks, hazards, and incidents are identified, controlled, recorded, and reported in accordance with the WHS Act and organisational procedures.
- Comply with the Fair Work Act and relevant industrial instruments when supervising or directing staff.
- Ensure conduct and decision-making complies with anti-discrimination, equal opportunity, and anti-bullying legislation.
- Act ethically and in accordance with organisational values, policies, and codes of conduct.
- Perform other duties as directed, commensurate with the scope and expectations of the role.

5. Key Relationships

Internal

Relationship	Purpose
Centre Director	Direction, reporting, escalation
Team Leader / Educational Leader	Program guidance, mentoring and support
Other Educators and Staff	Collaborative service delivery
Corporate Support Teams	Finance, people, compliance and systems support

External

Relationship	Purpose
Children and Families	Engagement, communication and service quality
Regulatory Authorities	Compliance and operational liaison
External Support Professionals	Collaboration to support children with additional needs

6. Capabilities & Selection Criteria

Qualifications

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- Certificate III of Early Childhood Education and Care (ACECQA-approved or equivalent).

Experience

- Demonstrated experience performing the duties of a Qualified Educator in an early childhood education and care setting.
- Commitment to supporting the implementation, documentation and evaluation of curriculum-based programs in response to individual children's needs under the guidance of the Team Leader or Educational Leader
- Demonstrated commitment to participating in reflective practice and quality improvement activities that support the service's continuous improvement processes.

Knowledge & Skills

- Effective communication and relationship-building skills to support positive interactions with children, families, colleagues and the community, consistent with NQS.
- Working knowledge of the EYLF, NQF and NQS, and the ability to apply these under supervision in daily practice.
- Ability to observe, document and contribute to planning for children's learning and development within established policies and procedures
- Understanding of workplace health and safety, child protection reporting requirements and risk-aware professional practice, consistent with National Regulations and NQS

Values & Behaviour

- Demonstrates ethical behaviour, respect, accountability and commitment to positive outcomes for children, families and the community.

7. Role Scope & Authority

Area	Description
Decision Making	Operates within delegated authority and established policies; escalates matters outside scope to senior staff.
Financial Responsibility	No direct financial responsibility.
People Responsibility	No formal people management responsibility.
Compliance Frameworks	NQF, NQS, EYLF, Children's Services Award 2010, WHS Act, Fair Work Act, Privacy Act and organisational policies.

8. Employment Conditions

- Maintain required licences (Drivers), checks (National Police Check and Working with Vulnerable People), and mandatory training
- Comply with organisational policies and procedures

- Participate in supervision, performance review, and professional development

9. Acknowledgement

Name

Signature

Date

Employee

Manager