

Position description



Title:	Early Childhood Educator – Certificate 3
Business Unit:	Early Learning
Location:	Warrnambool Occasional Care Centre, Warrnambool
Employment type:	Casual
Reports to:	Early Learning Coordinator

About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We are proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The Early Childhood Educator will be responsible for ensuring all children and families attending the service are provided with a safe, stimulating and supportive environment. The position will include assisting the Room Leaders and other qualified educators within the service to ensure practices and processes are consistent with regulatory compliance.

The Early Childhood Educator is responsible for ensuring that all requirements of the Education and Care Services National Law and Acts, National Quality frameworks and policies and procedures of Uniting for all Early Years services are met.

The Early Childhood Educator will monitor the day-to-day operation of the centre and provide feedback to Room Leaders and management to make informed decisions regarding the operation of the program.

Scope

Budget:	<ul style="list-style-type: none">• nil
People:	<ul style="list-style-type: none">• This role may be required to supervise students working in the rooms on placements.
Relationships:	
Internal:	<ul style="list-style-type: none">• Team Leader and other Early Years Educators• Early Learning Coordinators• Educational Leader• Other Uniting staff
External:	<ul style="list-style-type: none">• Children and their families• Department of Education

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Position description

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Key responsibility areas

Service delivery

- Implement the Early Years Learning Framework by reinforcing the daily practices of the service to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning.
- Set a positive example and a professional approach to all Early Years educators within the service.
- To provide a healthy, safe and welcoming environment.
- To work as part of a co-operative team within the centre, aiming to have a high level of identification with the goals and policies of the centre.
- To contribute, in consultation with parents and centre staff, to a curriculum, which is appropriate to the individual developmental needs and interests of the children. The program should reflect the needs of the community and be culturally appropriate.
- To discuss with centre staff, specific needs of families and children attending the centre so that they can carry out their duties effectively.
- Effective communication with children and their families.
- Support Early Years educators to meet duties and responsibilities and provide regular feedback through the agency supervision and appraisal systems.
- Promote the service and encourage enrolments within the community.
- Assist in the implementation of daily care routines and provide a healthy, safe and welcoming environment.
- Acknowledge and accept the responsibility of being the certified supervisor (if nominated) of the service and undertake any duties required of a certified supervisor as defined in the Education and Care Services National Law 2010 and Regulations 2011 and the Children's Services Act 2006 and Regulations 2009.

Quality and risk

- Apply knowledge in establishing procedures where there are no defined established practices.
- Identify and adapt best practice benchmarking indicators to the delivery of services.
- Foster and promote a continuous learning environment that responds to the needs of services.
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Uniting Ballarat procedures.
- Identify and participate in personal development that ensures the continuing high delivery of services.
- Actively participate in regular supervision and annual performance plan reviews.
- Assist with the development and implementation of Uniting policies and procedures and continue to evaluate to direct high level service delivery.
- Comply with all relevant legislation and regulatory requirements, industry codes and standards and Agency policies and procedures.
- Assist with and support internal and external audit processes.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management

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- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Person specification

Qualifications

- Certificate III in Early Childhood (or equivalent as approved by Australian Children's Education and Care Quality Authority)

Experience

- Prior experience working in a kindergarten and/or other early childhood service providing high quality care and education services for children.
- A sound knowledge and understanding of early childhood learning and development.
- Intermediate level of competency in use of Microsoft Office Suite and internet.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Knowledge of the Education and Care Services National Law Act and Regulations, the National Quality Framework and the Child Safe Standards and how these relate to the operation of a kindergarten.
- Demonstrated knowledge and ability to support the development and implementation of a high quality educational program that reflects the diverse nature of the service, local and wider community, based on an approved learning framework and the service philosophy.
- Demonstrated ability to promote and advocate for the rights of children and families.
- Demonstrated ability to relate to and communicate effectively with a range of diverse stakeholders including all educators, families, and early childhood and other professionals.
- Demonstrated ability to participate in and contribute to a productive team environment.
- Well-developed organisational skills and ability to prioritise tasks and meet required timeframes working both under direction and with a high degree of autonomy
- Current working with children check valid for paid employment
- First aid training as prescribed in the *Education and Care Services National Regulations*, including first aid, anaphylaxis.

We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

Employee

Manager

Name:

Signature:

Date: