

Introduction:

This Position Description and associated information contained in this document, should not be considered as comprehensive, complete and/or exhaustive in its description of responsibilities, criteria or outcomes.

It is indicative only of the position.

Educators can and will be asked to undertake duties within their competencies, skills, abilities and training that may not be necessarily mentioned in this document.

The Educator should be aware that their position within the Centre is dynamic and may change without notice due to business requirements.

Continuing personal development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected during the term of your employment.

People and jobs evolve and develop, this Position Description is intended to facilitate this (as a living document) and your involvement in this process is a critical element.

Legal Framework:

Education and Care Services National Law Act 2010

Education and Care Services Regulations 2011

Victorian Working With Children Act 2005

Children, Youth and Families (Vic) Act 2005

Fair Work Act 2009

National Quality Standards

Belonging, Being and Becoming The Early Years learning Framework for Australia

Victorian Early Years Learning and Development Framework

Australian Children's Education and Care Quality Authority

Australian Childcare Alliance Employment Contract

National Employment Standards (NES)

Award:

Children's Services Award 2010 between Level 1.1 to 3.3

Position:

Trainee Educator or Early Childhood Educator Assistant

Education Level:

Working toward or have completed AQF Certificate III in Children's Service or ACECQA approved equivalent.

Qualifications:

All qualifications **must be current at all times** a staff member is rostered on to work.

1. Enrol in a formal Children's Services course for Certificate III or completed at least a Certificate III in Children's Services.
2. Working with Children's Check (Victoria)
3. HLTAID004 "Provide an emergency first aid response in an education and care setting"
4. HLTAID001 Provide Cardiopulmonary Resuscitation
5. HLTFSS207B Food Safety Level 1 (food handling)
6. Online Child Protection Training
7. HLTAID004 and extensions- Anaphylaxis and Asthma Training.

Salary Range:

As per Children's Services Award 2010 and your individual Employment Contract.

Hours of work:

As per Children's Services Award 2010 and Employment Contract and National Employment Standard.

Rosters:

Rosters will be sent out weekly via email, staff are required to confirm their availability at least 7 days prior to commencement of shift, failure to do so may mean a shift is allocated to another staff member.

Appointment:

As per individual Employment Contract.

Communications:

Internal- (People you will report to or work with)

1. Room leader
2. Centre Educators.
3. Management.
4. Educational Leader
5. WHS officer

Educational program and practice: QA1

1. You will be required to follow the Flexible Room Program as set out by the Room Leader? Service Coordinator that is displayed in the room or at the School.
2. You are required to assist the Room Leader in responding to children's ideas and play and use intentional teaching to scaffold the children's learning.
3. It is your personal responsibility to ensure you are documenting the children's learning while you are engaged in play.
4. You are required to assist the Room Leader to regularly observe children to evaluate their progress and to detect signs of ill health, emotional disturbance

or other disabilities. All findings are to be recorded on ChildCarers Task Manager and discussed with Room Leaders and Centre Director/Service Coordinator.

5. You will assist the Room Leader to research new and innovative ideas that may be incorporated into the program.
6. Through discussions, observations and documentation assist the Room Leader with the planning, implementation and evaluation of the program.
7. You will assist with the developmental checklists for each child when required.
8. Five (5) Individual child observations on ChildCarers must be completed by you, each week for the Educational Leader/Room Leader to review and post.
9. Group observations need to be completed once per week for the Educational Leader/Room Leader to review and post.
10. You are required to complete these tasks while working on the floor with the children.

Children's Health and Safety: QA2

1. You are required to be actively and diligently supervise the children at all times.
2. You are to support the Room Leader to educate the children to understand their health and safety at all times.
3. You will observe and document the nutritional health, welfare and safety needs of children.
4. You will assist the Room Leader to identify factors which may impede a child's progress/development.
5. You should stay alert to individual children's needs at all times.
6. It is your personal responsibility to ensure the safety of the children in your care at all times and that you are actively supervising children as per age appropriate ratio's.
7. You will be personally responsible for maintaining a high standard of hygiene and cleanliness in your room and in the centre (including the Staff Room) by applying infection control measures and undertaking cleaning duties as required.
8. All maintenance, O.H&S, and safety concerns should be immediately reported via Childcarers' to management for follow-up.
9. Any child safety issues or concerns should be addressed immediately with the Coordinator/Educational Leader.
10. You are required to take every reasonable precaution to protect children from harm and any hazard likely to cause injury, for example completing the tasks listed on the Centre's checklists within your room.
11. You are required to be aware of your responsibilities to every child with respect to at risk, abuse and neglect.

12. You are required to observe and document incident, injury, injury, trauma and illness (Reg.86) which occur in your room or in your sight.

Physical Environment: QA3

1. You are required to assist in providing an environment that is suitable for their purpose interesting and appealing for all children.
2. You are required to engage each child in quality experiences in both built and natural environments.
3. You are required to have an active role in caring for the environment and contribute to a sustainable future.
4. You will help educate the children to show respect for their environment.
5. You will assist in the set up and maintenance of the indoor and outdoor environment (organizing any project material, interest areas and general preparation for the room).

Staffing arrangements QA4:

1. You are expected to follow the Room Routine and Room Leader's instructions at all times.
2. You will, with the guidance of the Room Leader, provide the highest standard of care to all children at all times.
3. You will work as a team in your room and throughout the Service.
4. Your ongoing learning and reflective practice will need to be documented monthly as determined by Educational Leader/ Centre Director.
5. You will ensure that you are on time for your shifts, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
6. You will acknowledge and support the personal, professional, cultural and linguistic diversities that all educators bring to the service.
7. You will work harmoniously and efficiently with all educators including special needs worker and support/personnel from external services where necessary.
8. You will participate in mandatory professional training as scheduled on Childcarers by the Education Leader and/or Centre Director.

Relationships with Children: QA5

1. You will communicate with the children in an open and respectful manner to ensure the children are secure, confident and included in the rooms experiences.
2. All children in your care need to be encouraged and engaged in experiences set out by the Room Leader.
3. You will assist the Room Leader to help children in the room to manage their own behaviour.

4. You will assist Room Leader to educate the children to respond appropriately to behaviour of others.
5. You will assist the Room Leader to educate the children how to effectively resolve conflicts.
6. You will monitor children in various activities/experiences (e.g. meal times, group or individual play etc.) for the purpose of providing a safe and positive learning environment.
7. Encourage each child to be secure, confident and included with the service.

Collaborative partnerships with families and community: QA6

1. You will support the Room Leader to establish positive, respectful and supportive relationships with families.
2. You will greet all families in a respectful and professional manner at all times. This will ensure mutual trust and open communication.
3. You will assist the Room Leader to integrate special needs children into the normal program and work with Integration Aides and support staff in the room if applicable.

Leadership and Service Management: QA7

1. You will always maintain confidentiality and adhere to the Service's Policies and the Code of Ethics (Early Childhood Australia Inc.) and Australian Childcare Alliance Employment Confidentially Policy
2. You will comply with the National Quality Standards to maintain high quality care and education at all times.
3. You will be required regularly participate in various meetings and training events (e.g. staff development, staff meetings, etc.) for the purpose of sharing information and/or improving skills and knowledge. These can be held at the any of the centres, both within work hours and out of hours and sometimes travel may be required. Unless advised that these meetings are compulsory. Your training fees maybe paid for by the employer from time to time.
4. You will be a passionate educator and strive to achieve Centre goals (as outlined in Policy and Procedure Manual) and ensure our Centre Philosophy is reflected in daily practice.
5. You will assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.

General Duties

1. To provide the highest quality education and care to all children in the service.
 2. You are required to assist the Room Leaders/Service Coordinators with the delivery of the Program which has been developed to reflect the children's skills, interests and abilities within the service's needs to provide and accommodate, educational and developmental, cultural and individual needs for all children that participate in a flexible and secure learning environment.
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3. Due to the ages of the children we care for the usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, squatting and bending to child's level, 33% walking and running, and 33% standing. Physical fitness and the ability to perform these tasks is essential.
4. The job is performed under some temperature extremes. You are to be aware of potential hazards and mitigate against them. Hazard checklists are to be done regularly and are part of the role.
5. You need to be aware who the WHS officer is and all relevant documentation or communication needs to go directly through this person.
6. Cleaning is required throughout the day, duties include vacuuming, sweeping, mopping, cleaning toilets both children's and staff toilets, gardening, blowing the yards, washing windows, walls, window sills etc. Some days can be a day of cleaning if numbers are low and you are rostered on.
7. Undertake any other lawful duties as appointed by the Educational Leader, Centre Director or Approved Provider from time to time.

All of the work which we do is covered by the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010.

Staff are employed under Modern Award MA0000120 Children's Services Award 2010

I HAVE READ AND UNDERSTAND THE CONTENTS OF THE JOB DESCRIPTION:

(Print Full Name) Educator

Educator Signature Date