

## Qualified Educator- Not in charge of a Room – Position Description

### 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 Service 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 Under this position and the Services operate:

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 (ACECQA)

Kekeco Childcare Employment Contract

National Employment Standards (NES)

Department of Education (DET)

Child Wellbeing and Safety Amendment (**Child Safe Standards**) Act 2015

Services Code of Conduct

### Award:

Children's Services Award 2010 up to Level 3.4

**Position:** Qualified Educator –Not in Charge of a Room

### Education Level:

Have completed AQF Diploma of Early Childhood Education and Care or ACECQA approved equivalent.

### Qualifications:

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

1. A Diploma of Early Childhood Education and Care
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. HLTFS001 Follow basic food safety practices 00
6. Online Child Protection Training - DET
7. HLTAID004 and extensions- Anaphylaxis and Asthma Training

**Salary Range:**

As per Children's Services Award 2010

**Hours of work:**

As per Kekeco Childcare 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 without further reference.

**Appointment:**

As per individual Kekeco Childcare Employment Contract.

**Communications:**

**Internal Stakeholders**

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

**Educational Program and Practice QA1:**

- You will work with the Educational Leader/Service Director in planning, implementation and evaluation of the program.
- You are required to assist the Room Leader in responding to the children's ideas and play and use intentional teaching to scaffold the children's learning.
- It is your personal responsibility to ensure you are documenting the children's learning while you are engaged in play and while you are engaged in activities in the rooms.
- You will assist the Room Leader to observe the children to evaluate their progress and to detect signs of ill health, emotional disturbance or other learning difficulties. You are to ensure that all findings are recorded on "Childcarers" and discussed with all other internal stakeholders.
- You are required to assist the Room Leader to research new and innovative ideas which may be incorporated into the program.
- Through discussions, observations and documentation, you will assist the Room Leader with the planning, implementation and evaluation of the program.
- You will assist with the Developmental Checklists when asked to do so by the Room Leader.
- You are required to complete the allocated individual and group observations as set out by your room leader each month and are documented on "ChildCarers"

- You are expected to document your own individual and group critical reflection on a weekly basis and have available for Service director/Educational Leader at any time requested.

### **Children's Health and Safety QA2:**

- You are required to be actively and diligently supervising children at all times.
- You are to support the Room Leader to educate the children to understand their health and safety.
- You will observe and document the nutritional health, welfare and safety needs of children.
- It is your responsibility to assist the Room Leader to identify factors which may impede children's progress and development.
- You should stay alert to individual children's needs at all times.
- It is your personal responsibility to ensure the safety of the children in your care and that you are actively supervising children adequately as per age appropriate ratios.
- Be personally responsible for maintaining a high standard of hygiene and cleanliness in your room and the service including the staff room, toilets etc. by applying infection control measures and undertaking cleaning duties as required.
- All maintenance, WH&S, and safety concerns should be immediately reported in writing by you, to management for follow up.
- You are required to take every reasonable precaution to protect children from harm and any hazard likely to cause injury, for example completing check lists within your room.
- It is your duty of care and your responsibility to the Child Safe Standards to be aware of your reporting responsibilities to the Service Director, to every child with respect to risk, abuse and neglect.
- You are required to observe and document ALL incident, injury, injury, trauma and illness (Reg.86) which occur in your room or in your sight.
- Assist the Room Leader to deliver physical activity programs as planned.
- You are required to be aware of all emergency management plans and procedures.
- It is your responsibility to ensure that each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relation.

### **Physical Environment QA 3:**

- You should assist in providing an internal and external environment which is suitable for the purpose, interesting and appealing for all children and that is age appropriate.
- You are required to engage each child in quality experiences in both build and natural environments.
- You are required to have an active role in caring for the environment and contribute to a sustainable future.
- You will help educate the children to show respect and care for the environment.
- You will assist in the set up and maintenance of the indoor and outdoor environment (organising any project material, interest areas and general preparation for the room).
- You should ensure that your indoor/outdoor furniture and equipment are safe, clean and well maintained.

#### **Staffing Arrangements QA4:**

- You are expected to follow the Room Routine and Room Leader's instructions at all times.
- With guidance of the Room Leader, you will provide, the highest standard of education and care to all children at all times.
- You are required to work as a team in the room and throughout the service.
- You are required to demonstrate ongoing learning and reflective practice as determined by the Educational Leader/Service Director on a monthly basis.
- You are required to ensure that you are on time for all of your shifts, that breaks are taken at the correct time for the correct length to aid in service efficiency and respectful relationships with other staff, throughout the day.
- You are required to acknowledge and support the personal, professional, cultural and linguistic diversity that all educators bring to the service.
- You are required to work harmoniously and efficiently with all educators including additional needs workers/support personnel where necessary.
- You are expected to support any students in the service following the Room Leaders expectations.
- You will attend mandatory professional training as scheduled on Childcarers by the Educational Leader/Service Director.
- You are required to ensure that educator to child ratio requirements are maintained at all times.

#### **Relationships with Children QA5:**

- You will ensure that all communication within your room with the children is open and respectful to ensure the children feel secure, confident and are included in the room experiences.
- You will ensure that all children in your care **ARE** to be encouraged and engaged in all planned experiences set out.
- Assist the Room Leader to help children in the room to manage their own behaviour.
- Assist the Room Leader to model for educate the children to respond appropriately to behaviour of others.
- Assist the Room Leader to model and educate the children how to effectively resolve conflict.
- Monitor children in various activities/experiences (e.g. mealtime, group or individual play) for the purpose of providing a safe and positive learning environment.
- Encourage each child to be secure, confident and included within the service.
- Ensure that the dignity and rights of all children are maintained at all times.
- You are expected to work with mutual respect and collaborate to challenge and learn from each other, recognising each other's strengths and skills.

#### **Collaborative Partnerships with families and communities QA6:**

- Support the Room Leader to establish positive, respectful relationships with families.
- Greet all families in a respectful and professional manner at all times. This will ensure mutual trust and open communication.
- Assist the Room Leader to integrate “Additional needs children” into the regular Room Program.
- Ensure that families are supported in their parenting role and the family values and beliefs about child rearing are respected.
- You are required to support and assist the Room Leader in building relationships within your local community (e.g Schools, Library, Police, CFA).
- Assist the Room Leader to encourage families to share cultural knowledge with the children.
- You are expected to maintain respectful, professional, supportive relationships with families.
- Assist the Room Leader in providing families current information about the service and relevant community services/resources available.

#### **Governance and Leadership QA7:**

- You are required to always maintain confidentiality and adhere to the Services Policies, Procedures and Code of Ethics (Early Childhood Australia Inc.) Code of conduct and Kekeco Childcare Confidentiality Employment Policy.
- You are required to comply with the National Quality Standards to maintain high quality education and care at all times.
- You will regularly participate in various meetings and training events (e.g. staff development, staff meetings, etc.) for the purpose of sharing information and/or improving ones skills and knowledge. These can be held at the any of the Services, both within work hours and out of hours and sometimes travel may be required. Unless advised that these meetings are compulsory, you will not be paid for the time spent. Your training fees maybe paid for by the employer from time to time.
- You are expected to be a passionate educator and strive to achieve the Services’ goals ( as outlined in the Policy and Procedures Manual) and ensure our Service Philosophy is reflected in your daily practice.
- You are expected to assist in the daily, weekly and monthly duties ( cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- You are required to actively contribute to and implement the Service Quality Improvement Plan.
- You are required to provide assistance and direction to new staff as part of their induction process with in the Service and the Rooms.
- You are expected to participate in regular staff performance reviews with the Service Director/Educational Leader.

**General Duties**

The responsibility of this role is to provide the highest quality education and care to all children in the service.

You are required to assist the Room Leaders with the delivery of the Program within the Service needs, to provide and accommodate developmental, cultural and individual needs for all children who participate a flexible and secure learning environment.

The usual and customary methods of performing the Role function requires the following physical demands in which you need to be deemed 100% fit to perform the following:

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 role requires 34% sitting, squatting and bending to child levels.

33% walking and running and 33% standing.

During the year the role maybe performed under some challenging conditions.

You need to be aware of who the WH&S officer is, all relevant documentation or communication needs to go directly through the officer.

Cleaning is required throughout the day, duties include vacuuming, sweeping, mopping, cleaning both children’s and staff toilets, gardening, blowing the yards, washing wall, windows and windowsills. Some days will be a day of cleaning if numbers are low and you are rostered on.

You will be required to undertake any other lawful duties as requested to do so by the Approved Provider, Service Director, Educational Leader or Room Leader.

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

\_\_\_\_\_

(Print Full Name) Educator

\_\_\_\_\_

(Print Full Name) Authorised Supervisor

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Signature Date: \_\_\_\_\_

\_\_\_\_\_

Signature Date : \_\_\_\_\_