

Early Learning and Care Centre

EARLY CHILDHOOD EDUCATOR – PART TIME

The Infants' Home Child & Family Services is a dynamic organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. A unique work environment set on four acres in Ashfield with cultural commitment to innovation, diversity, integrity and collaboration. The Infants' Home is a leading provider of quality and innovative education, health and care for children and families for over 140 years.

This is an exciting career opportunity in a unique multipurpose child and family service which integrates early childhood education, health, allied health, welfare and early intervention services on one site; supporting children and families experiencing disadvantage and complex needs in a coordinated manner in the context of universal services.

We provide integrated early childhood services through five Early Care and Education Centres and a Family Day Care scheme in an inclusion ethos wherein 30% of our families are experiencing a range of vulnerabilities. We provide high staff ratios; strengths based practices, professional development and involvement with community networks. Staff are highly resourced and supported.

We are currently recruiting for a part time early childhood educator with at least 1 years' experience to work 2 days per week.

Essential Criteria

- Certificate III in Children's Services
- Sound written, verbal communication skills and organisational skills
- Current First Aid Certificate
- Current working with children check
- Confidence in a range of documentation styles
- Experience working with children from birth to five years in a centre based environment
- Knowledge/experience with NQF, NQS and Early Years Learning Framework
- Knowledge/experience working with children with additional needs in an inclusive environment is desirable

In return for your commitment, enthusiasm and positive impact on The Infants' Home you will be rewarded with ongoing training, supportive management team and professional development opportunities.

You will also have the opportunity to work in a well established organisation providing exemplary integrated services.

For further details or to obtain a position description please contact: The Infants' Home Careers Team on 9799 4844 or email careers@theinfantshome.org.au

To apply please send your resume and cover letter addressing the selection criteria to the above email.

<https://www.youtube.com/watch?v=7I4UyfgCnAU>

POSITION DESCRIPTION

Position Title:	Early Childhood Educator
Department:	Integrated Services
Date:	December 2017
Reporting To:	Director (Early Childhood Education and Care Centre)
Positions Reporting to this role:	Nil
Internal Liaisons:	ECEC staff, allied health professionals, health professionals, family day care staff, playgroup staff, business services staff, children and families.
External Liaisons:	Community organisations, councils, community services, ACECQA, tertiary institutions and others as required.

Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

Purpose/Key Objectives

The role of the Early Childhood Educator is to:

- Work as a team member to provide a responsive environment that supports children's wellbeing, relationships and learning through intentional teaching, partnerships and critical reflection.
- Assist in the implementation of high quality children's programs in line with legislative requirements and contemporary theories and approaches, responding to individual strengths and interests of children, families and staff.
- Adhere to current health, safety and child protection policies (TIHC&FS and NQS).

Responsibilities:

1. Compliance and Organisational Requirements

- Ensure activities within the area of responsibility comply with:
 - National law and regulations
 - Work Health and Safety legislation
 - National Quality Standards
 - Early Years Learning Framework
- Child Protection legislation
- The Infants' Home vision, mission, policies, procedures and strategic goals

2. Children

- Promote a sense of belonging through engaging in meaningful, respectful and reciprocal interactions.
- Maintain the dignity and rights of every child at all times through maintaining high expectations of each child's capabilities (*page 141- NQS guide*).
- Uphold the organisation's principles of social justice and equity.

3. Documentation and Assessment of Children's Learning

- Assist in the preparation, implementation and evaluation of the educational programs for individual children and groups.
- Record observations of individual children and groups; assess learning and use for program planning.
- Collaborate with team to develop learning environments.

4. Families

- Acknowledge families as a valuable resource and develop and maintain positive relationships with them based on mutual respect and open communication.
- Respond to concerns in a timely manner, directing them to the Director as appropriate.
- Maintain confidentiality at all times.

5. Team Work

- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Attend staff meetings and any professional training sessions identified by the Director.
- Accurately and promptly, communicate all messages and report all issues to the Director.

6. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

7. General

- Carry out all duties, responsibilities and specific tasks related to the shift being worked as well as specific duties allocated by the Director, Manager, CEO.
- Follow daily routine as decided by the Team.
- Support the provision of student/volunteer placement.
- Participate in research as required.

8. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards

- Be involved in regular performance appraisals, self-reflection and individual training plans.
 - Work within The Infants' Home integration model.
 - Attend and participate in meetings, events and information nights.
 - Promote the understanding and application of diversity
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Essential Criteria

Qualifications/Experience

- Certificate III in Children's Services
- Current Senior First Aid Certificate which includes Asthma and Anaphylaxis training.
- Child Protection training (chchild401a).
- Experience working with children birth to school age, working in a team and within an Early Childhood Education and Care Centre.

Knowledge, Skills and Attitude

- Sound understanding of holistic approaches in working with children.
- Good written and verbal communication skills.
- Interest in broadening skills and professional development.

Desirable Criteria

- Knowledge of the National Quality Framework.
- Knowledge of social justice and inclusion and the implementation within Early Childhood and Education Care settings.
- Previous attendance at short courses in Children's Services related issues.

Delegation of Duties

- As determined by the Director of the service.
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I have read and agree to undertake the duties as outlined:

Name

Signature

Date