



## POSITION DESCRIPTION

<b>Position Title:</b>	Educator Support Officer
<b>Department:</b>	Family Day Care
<b>Date:</b>	March 2019
<b>Reporting To:</b>	Family Day Care Hub Coordinator
<b>Positions Reporting to this role:</b>	Nil
<b>Internal Liaisons:</b>	Family Day Care staff, ECEC Staff, Allied Health Professionals, Business Support Unit, Leadership Team
<b>External Liaisons:</b>	Family Day Care Educators, Peak Associations, Community NGO's, Councils, Family and Community Services, ACECQA, Tertiary institutions, other like- minded Organisations

### 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

1. To maintain, monitor and support Educators in their work with children and families
2. To maintain a consistent high standard of quality in Family Day Care environments, ensuring compliance with the Children (Education and Care Services National Law Application) Act and National Regulations including the National Quality Standards

### Responsibilities:

#### 1. To support and monitor Educators

- Conduct frequent home visits, document visits and provide follow up actions as required
- Maintain accurate records of all home visits, compliance issues, follow up and actions
- Assess the needs of each Educator in regard to the children in care and provide guidance as required
- Ensure Educators are compliant with National Laws and Regulations and uphold the National Quality Standards
- Assist Educators in developing professional learning goals and individual service quality improvement plans
- Assist Educators in their collaboration with families in regard to placing children in care
- Conduct family enrolment interviews for care and support the placement of children with Educators

- Assist Educators and families of children with additional needs who are in care with regard to information, assistance with funding and referral pathways

## **2. To maintain a consistent, high quality of service provision**

- Ensure Educators are providing high quality inclusive environments and age appropriate activities for all children in care
- Assist, resource and monitor Educators in the implementation of their activity programs, documentation cycle and the Early Years Learning Framework (EYLF)
- Assist with Hub play sessions ensuring they are a valuable source of mentoring to support quality within the Educator's own environment
- Assist in the development and delivery of training workshops to support Educators' service provision
- Assist in the recruitment and induction of new educators to the service
- Participate actively in the service Quality Improvement Plan

## **3. 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 and individual training plans
- Work at all times within the guidelines of policies and procedures of The Infants' Home
- Identify and attend relevant continuing education and professional development opportunities
- Keep abreast of current research relating to inclusive and integrated practice within child and family services
- Promote the understanding and application of diversity

## **4. Compliance and Organisational Requirements**

Ensure activities within the area of responsibility comply with:

- Education and Care 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

## **5. 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

## **6. General**

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Family Day Care Manager, CEO
- Work towards the Organisation's Strategic Plan of service quality, service growth and service sustainability
- Attend meetings as required

## Essential Criteria

### Qualifications/Experience

- At least two (2) years' experience in the provision of Early Childhood services
- Tertiary qualifications in Early Childhood Education – minimum, Diploma in Children's Services
- Completion of the child protection courses approved by the NSW Regulatory Authority (s162A Education and Care Services National Law)
- Proven record in the delivery of service to Family Day Care Educators
- A valid NSW Working with Children Check clearance
- A current First Aid Certificate including Asthma and Anaphylaxis
- A full, unrestricted, NSW Drivers Licence – Class C.
- A recent National Criminal History Check Clearance
- Required to obtain or have a Provider Digital Access (PRODA) RA Number
- Unrestricted working rights in Australia.

### Knowledge, Skills and Attitude

- Strong knowledge of the Education and Care Services Regulations, the National Quality Framework, and the Education and Care Services National Law Act 2010
- Exceptional interpersonal and communication skills
- A willingness and flexibility to undertake travel between different hubs/regions, i.e. Inner West Sydney and the Northern Beaches/North Shore
- A readiness to operate other forms of transportation provided it is Class-C suitable, i.e. a Minibus
- Great organisational skills and the ability to liaise and connect with internal and external stakeholder
- Commitment, sensitivity and creativity
- Have the ability to participate as a member of a team and to exercise professional judgment in crisis situations
- Demonstrate respect for all cultural backgrounds

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I have read and agree to undertake the duties as outlined:

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Name

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Signature

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Date