



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

Essential Criteria**Qualifications/Experience**

- Certificate III in Children's Services
- Current Senior First Aid Certificate which includes Asthma and Anaphylaxis training.
- Child Protection training (chcchild401a).
- 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.

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

Name

Signature

Date