



## POSITION DESCRIPTION

<b>Position Title:</b>	Qualified Early Childhood Educator
<b>Department:</b>	Integrated Services
<b>Date:</b>	December 2017
<b>Reporting To:</b>	Director (Early Childhood Education and Care Centre)
<b>Positions Reporting to this role:</b>	Nil
<b>Internal Liaisons:</b>	ECEC staff, allied health professionals, health professionals, family day care staff, playgroup staff, business services staff, children and families.
<b>External Liaisons:</b>	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 Qualified Early Childhood Educator is to:

- Be the responsible person when required and carry out all duties and responsibilities related to the shift being worked as well as specific duties allocated by the Director.
- 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.

### 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**

- Supervise children's activities to ensure the safety of each child at all times.
- 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.
- Understand individual children's dispositions and learning styles when developing plans
- Apply sound understanding of child development when working with children.
- Recognise and respond to children's attempts at pro social behaviour.

## **3. Documentation and Assessment of Children's Learning**

- Prepare, implement and evaluate the educational programs for individual children and groups.
- Maintain Children's portfolios, drawing from the Early Years Learning Framework, theorists and pedagogy.
- Record observations of individual children and groups; assess learning and use for program planning.
- Collaborate with team to develop learning environments.
- Establish learning environments that challenge and extend children's learning and play.

## **4. Families**

- Acknowledge families as a valuable resource and develop and maintain positive relationships with them based on mutual respect and open communication.
- Share child development knowledge with families.
- Participate in school readiness programs in collaboration with the Director and Allied Health staff.
- 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.
- Work in collaboration with Allied Health staff to develop goals for children.
- Work from a strength based perspective to motivate and encourage team members
- 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.
- Maintain currency in early childhood trends and ideas.
- Attend and participate in meetings, events and information nights.
- Promote the understanding and application of diversity

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## Essential Criteria

### Qualifications/Experience

- Diploma of Children's Services
- Certified Supervisor in accordance with Children (Education and Care Services) National Law (NSW).
- 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:

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Name

Signature

Date