



POSITION DESCRIPTION

Position Title:	Educator Support Officer
Department:	Family Day Care
Date:	October 2020
Reporting To:	Children's Services Manager – Family Day Care
Positions Reporting to this role:	Nil
Internal Liaisons:	Family Day Care staff, ECEC Staff, Allied Health Professionals, Business Support Unit, Leadership Team
External Liaisons:	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 contribute to the innovation of high quality early childhood programs for children in Family Day Care that reflect current ECEC theory and practice
3. 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 their service quality improvement planning

- Assist Educators in developing professional learning goals and individual service quality improvement plans
- Assist in the provision of locally based play sessions and community outings
- Assist Educators in their collaboration with families in regard to placing children in care
- 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 EYLF
- Assist in the development and delivery of training workshops to support Educators service provision
- Assist in the recruitment and on-boarding of new Educators to the service
- Participate actively in the service Quality Improvement Plan and ensure a culture of quality and continuous improvement

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:

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| • Education and Care National Law and Regulations | • Early Years Learning Framework |
| • Work Health and Safety legislation | • Child Protection Legislation |
| • National Quality Standards | • 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 Children's Services Manager Family Day Care, CEO
- Work towards the Organisations Strategic Plan of service quality, service growth and service sustainability
- Attend meetings as required

Essential Criteria

Qualifications/Experience

- Tertiary qualifications in Early Childhood studies – minimum Diploma in Children’s Services
- Current Working with Children Check
- National Criminal Record Check
- PRODA number – Department of Human Services
- Child Protection qualification
- Drivers Licence

Knowledge, Skills and Attitude

- At least two years’ experience in the provision of Early Childhood services
- Proven communication, teamwork and conflict resolution skills
- Working knowledge of the Children (Education and Care National Law Application) Act, Education and Care National Regulations and National Quality Standards
- Strong technology skills – email, report writing, digital records
- 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

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

Name

Signature

Date