

## POSITION DESCRIPTION



the infants' home  
CHILD & FAMILY SERVICES

<b>Position Title:</b>	Early Childhood Educator
<b>Department:</b>	Integrated Services
<b>Date:</b>	April 2024
<b>Reporting To:</b>	Centre Director – Early Childhood Education and Care
<b>Internal Liaisons:</b>	Early Childhood Education and Care (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 leading provider of high-quality early childhood education and care, allied health, community programs like playgroups and early intervention services for children and families. For almost 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future.

### 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 organisational, health, safety, and child protection policies.

### Responsibilities:

#### 1. Children & Families

- 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.
- Embed the elements of Practice Guide daily in your work with children and 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 Centre Director as appropriate.

#### 2. Documentation and Assessment of Children's Learning

- Assist in the preparation, implementation, reflection, and evaluation of the educational programs for individual children (primary care/focus group) and the larger group of children within the total learning environment.
- Record observations of individual children (primary care/focus group) and groups; assess learning and use for program planning.
- Collaborate with team to develop learning environments.

- Translate early childhood theory into practical experiences and engaging intentional teaching opportunities.
- Contribute to the delivery of National Quality Standards requirements.

### **3. Teamwork**

- 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 Centre Director.
- Accurately and promptly, communicate all messages and report all issues to the Centre Director.
- Engage with and become competent in the use of all digital platforms used in the day-to-day operations of the service and program, including but not limited to MS Teams, Humanforce, Office365 suit and applications, Xplor/playground.

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

Ensure activities, interactions, and tasks within the area of responsibility comply with:

- National law and regulations.
- Work Health and Safety legislation.
- National Quality Standards.
- Early Years Learning Framework.
- The Infants' Home Practice Guide
- Child Protection Legislation.
- The Infants' Home vision, mission, policies, procedures, and strategic goals.
- Legislation (federal, state and territory laws).
- Privacy Laws.
- Fair Work Act 2009.

### **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 shift being worked as well as specific duties allocated by the Centre Director, Children's Services Manager (Centre Based), and/or the CEO.
- Maintain confidentiality at all times.

### **7. 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 sessions.
- Promote the understanding and application of integrity, inclusion, partnership, excellence, and discovery, diversity.

## Essential Criteria

- ACECQA approved early childhood certificate III qualification, or equivalent.
- Completion of an approved child protection training unit/course.
- Current First Aid Certificate – HLTAID012.
- Experience working with children birth to school age, working in a team and within an Early Childhood Education and Care Centre.
- Sound understanding of holistic approaches in working with children.
- Good written and verbal communication skills.
- Interest in broadening skills and professional development.
- Knowledge of the National Quality Framework.
- Knowledge of social justice and inclusion and the implementation within Early Childhood and Education Care settings.

Please note, all employees at The Infants' Home are required to have working rights in Australia, a valid NSW Working with Children Check and up to date COVID-19 vaccinations, unless medically exempted.

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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

\_\_\_\_\_  
Date