

POSITION DESCRIPTION



Position Title:	Early Childhood Educator – Casual
Department:	Integrated Services
Date:	April 2024
Reporting To:	Children’s Services Manager (Centre Based)
Internal Liaisons:	Long Day Care staff, Allied Health professionals, external Health Professionals, Family Day Care staff, Playgroup staff, Business Services staff, Children, and their Families.
External Liaisons:	Community organisations, Councils, Community Services, The Australian Children’s Education & Care Quality Authority (ACECQA), Educational Institutions, NSW Department of Education, and external training providers.

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

A casual Educator's primary objective is to support the team in providing high-quality care and education to children in a centre-based environment and on occasion in our community playgroups. They are responsible for the day-to-day operation of the centre, including supervising children, ensuring their safety, and supporting their ongoing growth and development. A casual Early Childhood Educator must also foster respectful relationships with families and collaborate with other team members to create a positive and engaging learning environment.

Responsibilities:

1. Children & Families

- Provide education and care to children in a secure, nurturing environment.
- Support children’s learning and development, including contributing to the educational program and practice as directed.
- Assist in the delivery of an approved learning framework.
- Develop meaningful and positive relationships with children and families.
- Provide feedback, information, concerns, and process improvement ideas to the Centre Director, or Responsible person.
- Support the daily routines of children, including supervision, preparing materials and play equipment, facilitating sleep time, setting up/packing away activity areas, changing nappies, preparing food, completing kitchen duties, and carrying out general cleaning duties or other tasks as directed.
- Translate early childhood theory into practical experiences and activities.
- Contribute to the delivery of National Quality Standards requirements.
- Acknowledge families as a valuable resource and develop and maintain positive relationships with them based on mutual respect and open communication.
- Ensure compliance with all organisational policies and national and/or state-based legislation.

2. 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.

3. 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.
- 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.

4. 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 Work Health and Safety requirements are met.
- Identify risks and report them in a timely manner.

5. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Centre Director, Responsible person, Children's Services Manager (Centre Based), and/or the CEO.
- Maintain confidentiality at all times.

6. 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.
- Proven experience working with children birth to school age, working in a team and within an early childhood education and care centre.
- Knowledge of the National Quality Framework.
- Knowledge of social justice and inclusion and the implementation within Early Childhood Education and 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.

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

Name

Signature

Date