



the infants' home
CHILD & FAMILY SERVICES

POSITION DESCRIPTION

Position Title:	Qualified 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 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

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 (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