

Position Description

Position Title: Educator

Reporting to: Room Leader, Early Childhood Teacher, Educational Leader, Assistant Coordinator, Centre Coordinator

Qualifications:

- Minimum Certificate III Early Education and Care/Children's Services or working towards.
- Current First Aid Certificate (renew at least every three years). Current CPR Certificate.
- Current Child Protection Training (renew every 12-24 months).
- Current Food Safety Training (renew at least every three years).
- Current Working with Children Check (renew every three years).

Responsibilities and Duties.

In relation to children-

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Be aware of each child and their health, medical and cultural requirements and needs, in particular medical conditions and allergies.
- In relation to a child's medication requirements, ensure that you have reported to the Centre Coordinator and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Be aware of the children's medication requirements, reporting these to the Room Leader, and witness the administration of medication if required.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide effective supervision for the children, and support colleagues in achieving the same.
- Be a passionate educator and strive to achieve goals for children and ensure our 'service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Communities and National Quality Standard.
- Communicate with the children in an open manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and/or Framework for School Age Children and utilise to inspire independent learners.
- Be aware of your responsibilities in regards to Child Protection legislation.

In relation to families-

- Follow Keiki's Professional Code of Conduct (available on SharePoint) to guide all interactions with families.
- Refer families to communicate feelings about their child's time spent at the service to the Room Leader.
- Look for opportunities within the service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Centre Coordinator.
- Be familiar with all families; greet all families on a friendly and personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the Educational Program ensuring that this valuable communication tool is being fully utilised.
- Attend family events held at the service.

- Ensure that all information regarding children enrolled at Keiki Early Learning and their families is confidential.

In relation to colleagues

- Follow the directions of the Room Leader and assist in the implementation of the room routine and procedures.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Room Leader, Educational Leader, Assistant Coordinator and Centre Coordinator and other colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Work as a team, throughout the service. Following the Professional Practice Policy (available on SharePoint)
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.
- Participate in the service's performance appraisals and staff reflection activities.
- Participate in professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the service. Aim to tap into this wealth of knowledge and incorporate ideas into your own experiences.
- Be familiar with the Grievance Policy (on SharePoint) and aim to discuss any concerns or incidents to the Centre Coordinator for further support.

In relation to the Educational Program

- When the Room Leader is absent, you may be required to complete some of their duties. The Centre Coordinator will guide you in these instances.
- If required, seek assistance from your Room Leader or Educational Leader in regards to programming, observing and documenting.
- Assist with the planning, implementation and evaluation of the program.
- Assist with sourcing the developmental records of the children in your care.
- Assist in the set up and maintenance of the indoor and outdoor environment (organising any project material, interest areas and general preparation for the room).
- Assist in ensuring that your room is organised to support family involvement and represents each child and their needs and interests.
- Participate in regular professional development opportunities.

In relation to the service

- Develop a working relationship with colleagues to ensure the effective operation of the service.
- Attend staff meetings when required.
- Assist to maintain the room's routine and procedures in respect of daily checklists, programming and record keeping.
- Ensure that you are ready to start and on time for your rostered shift, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Immediately report all maintenance, O.H&S, and other safety concerns to the Centre Coordinator for follow-up.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in providing an environment that is safe, fun, interesting and appealing.
- Always maintain confidentiality and adhere to the service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Gain an understanding of the service's Quality Improvement and self-assessment procedures and participate when requested.

- And any other duties, as specified by the Centre Coordinator, General Manager of Operations and Employment and the Owner.

Key Performance Indicators

(expected work standard)

- Knowledge, understanding and compliance of service Philosophy, Policies and Procedures ensuring they guide your daily practice.
- Knowledge, understanding and compliance of Early Education and Care National Law and Regulations.
- Knowledge, understanding and compliance of the National Quality Standards and National Quality Frameworks.
- Knowledge, understanding and compliance of your obligations under Child Protection Legislation.
- Respond to children in a caring and supportive manner at all times.
- Respond to families in a welcoming and friendly manner at all times.
- Maintain children's health and safety at all times.
- Demonstrate and role model appropriate behaviour by working well within your team and treating all colleagues with respect.
- Display a commitment to learning and be proactive in accessing professional learning opportunities.
- A demonstrated effort to continue develop your critical reflection skills.
- Participation in the educational program, through documented learning, contributing to the room environment and planning.
- A demonstrated effort to continue to develop your understanding of child development.

For more information about the Children's Services Award (2010) [CLICK HERE](#). Each service has a copy of the Award available for all employees.