

## JOB DESCRIPTION

**Position Title:** Educator

**Service:** Early Education and Care

**Location:**

**Reports to:** Responsible Person/Nominated Supervisor

**Start Date:**

**Award:** Children's Services Award 2010

**Handbook:** [Early Learning Program Operating Guidelines](#)

### **Position Overview**

*At Our Service we are Innovative, Loyal, Respectful,  
Service and Values Focused*

### **About Our Service**

Our Service is a not-for-profit organisation that promotes the United Nations Convention on the Rights of the Child; working with children, their families, early childhood professionals, planners and the community to raise the status of children.

Our Mission is to be outstanding in the development and wellbeing of children and to support their families and community as a local, independent, organisation.

### **Overview of Position**

- The **Educator** will support and assist in the day to day coordination of the <Service program>and has a range of responsibilities in accordance to holding an approved Certificate III level qualification and organisational policies and procedures and as directed. Educators demonstrate high level of teamwork, skills and knowledge and passion for working with children to providing an optimum learning and safe, nurturing environment for children. Responsibilities will include reporting and contributing to the:
  - Quality Improvement Plan
  - Curriculum
  - Reconciliation Action Plan.

Educators have obtained recognised formal qualifications and consistently demonstrate continuing educational instruction in early education and care related topics.

## ROLES AND RESPONSIBILITIES

All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the EYLF and the NQF Quality Areas, Standards and Elements. All educators are expected to have a working knowledge of these documents, which should underpin their pedagogy and, together with the centre philosophy, directly reflect their relationships with children, families and co-educators.

The Responsible Person/Nominated Supervisor assumes leadership to support and implement and direct the practices of Educators to meet organisation policies and regulation codes.

- 1. PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM (NQS Quality Area 1: Educational program and practice)**
  - 1.1 Support and co-design of plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
  - 1.2 Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
  - 1.3 Assist to deliver and guide team members/volunteers as delegated to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF).
  - 1.4 Model and support others where delegated to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
  
- 2. PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN (NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)**
  - 2.1 Ensure you and others and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical minimisation and communication plans, risk management plans, policies and procedures.
  - 2.2 Ensure that all children have access to nutritious food and fresh drinking water in accordance to ELP.
  - 2.3 Promote health, wellbeing and physical exercise in the service.
  - 2.4 Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.
  
- 3. BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS (NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)**
  - 3.1 Work cooperatively, ethically and respectfully with other educators and managers, and support each other's professional development.
  - 3.2 Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
  - 3.3 Establish and maintain links with the service management, Our Service team, local networks, resource agencies, local programs/schools (where applicable) and other relevant organisations. workplace students and volunteers, allocated as directed.
  - 3.5 Contribute to the effective induction and orientation process for new families, children and educators, including workplace students and volunteers as directed.

## **JOB DESCRIPTION**

### **4. CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE (NQS Quality Area 7: Leadership and service management)**

- 4.1 Support all practices in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- 4.2 Commit to organisational and as self-directed professional development opportunities and network meetings as appropriate or as directed by director.
- 4.3 Contribute and promote an understanding of the NQS, the NQF and the curriculum framework documents within the team/room.
- 4.4 Contribute to the continuous improvement of the service through reflective practice and as directed by the director/coordinator and educational leader.
- 4.5 Contribute to the collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.
- 4.6 Assist the Education Coordinator/ nominated officer in matters relating to pedagogical excellence and service administration, as directed.
- 4.7 Be ready, willing and qualified to act in the position of certified supervisor in the temporary absence of the nominated officer.

## SELECTION CRITERIA

### Skills, Knowledge and Experience

#### Essential

- The minimum requirement for training qualification relevant to this position include a recognised Certificate III in Early Education and Care (Equivalent are subject to Director approval)
- a working knowledge of appropriate curriculum frameworks and an ability to develop and implement a high quality educational program that reflects the diverse nature of the centre, local and wider community, based on the curriculum frameworks
- a working knowledge and understanding of the developmental needs of children aged <> years , including children with additional needs
- a working knowledge of the National Quality Standards, the Education and Care Services National Law and the Education and Care Services National Regulations
- demonstrated experience building partnerships with families
- computer skills (word processing, spreadsheet where applicable)
- demonstrated experience in the education and care of children
- demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs
- well-developed interpersonal and communication skills with both children and adults
- demonstrated ability to work with families, children and educators in a culturally competent manner
- the ability to work cooperatively and flexibly within a team environment
- knowledge of child protection law and procedures
- well-developed organisational skills

### **Essential Qualifications**

- A nationally recognised qualification in early childhood care and education such as a CHC30113 Certificate III in Early Education and Care or an endorsed equivalent qualification recognised by the National Law and National Regulations (Western Australia). (For definitions of a staff member and approved qualifications refer to the Education and Care Services National Law Act via the ACECQA website [www.cecqa.gov.au](http://www.cecqa.gov.au)> National Quality Framework > Qualifications and Educator to Child Ratios).
- Current nationally recognised First Aid such as HLTAID004 Provide an emergency first aid response in an education and care setting or recognised equivalence as prescribed in the Education and Care Services National Law Act. (Visit the ACECQA website [www.cecqa.gov.au](http://www.cecqa.gov.au) and follow the pathway: Qualifications, lists & registers> First Aid Qualifications and Training)

### **Essential Documentation**

- Meet requirements of responsible persons guidelines on application of employment, approved and maintained for duration of employment;
- Anaphylaxis and Asthma Management annual update;
- Working with Children Card prior to commencement and maintained for duration of employment;
- Citizenship Status;
- A medical certificate stating 'mentally and physically fit to care for and work with young children' on commencement and maintained for duration of employment;

**COMPLIANCE HISTORY, PRIVACY & CONSENT**

**Privacy Notice**

Under the *National Law 2010 Requirements*, Our Service is required to disclose your personal and professional information to the National and/or State Regulatory Authority (Education and Care Regulatory Unit).

Your personal information (including the personal information contained in your personnel records) may be used or disclosed by Our Service for operational, statistical, regulatory and compliance purposes. Our Service may disclose your personal information for these purposes to third parties, including:

- Payroll/Advisors;
- Commonwealth, State or Territory government departments and authorised agencies;
- RTO and NCVER; Personal information disclosed to NCVER may be used or disclosed for issuing a VET Statement of Attainment or VET qualification and populating authenticated VET transcripts.
- Other parties in which you have given written consent.

**Compliance History**

- |  |                                 |                                |
|--|---------------------------------|--------------------------------|
| 1. Are you currently subject to a prohibition notice under the Education and Care Services National Law? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 2. Are you currently prohibited or restricted from working with children under any other law?            | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

**Consent**

I .....accept the designation of <> at  
(insert name)

Our Service ..... and understand and accept all  
(location of centre)  
responsibilities under the Education and Care Services National Law and National Regulations (Western Australia). Approved Provider (PR: 0000 0000)

# JOB DESCRIPTION

## DECLARATION

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I understand that should my circumstance change I am obligated to inform the Authorised Title immediately.

## Signatures

SIGNATURE

.....

DATE .....

PARENT/GUARDIAN SIGNATURE

.....

DATE .....

*\*Parental/guardian consent is required for all persons under the age of 18.*

## Provider Approval

SIGNATURE

.....

Authorised Title

DATE .....