

POSITION DESCRIPTION	
POSITION	Early Childhood Educator (Diploma)
REPORTS TO	Service Directors Site Director - Wickham
POSITION SUMMARY	This position is responsible for providing culturally appropriate education and care for children enrolled at the service, consistent with our philosophy and curriculum.
LAST REVIEW	Sept 2020

KEY RESPONSIBILITIES

- Ensure programming cycle is completed efficiently in line with National Quality Standards
- Respond to children's interests and needs and implement learning experiences for the children both individually and as a group
- Ensure quality interactions and adequate supervision of children at all times
- Strive to encourage and support the development of each child's self-esteem and learning by providing an inclusive environment
- Treat each child with dignity and respect, taking into consideration any cultural, socio-economic, emotional or developmental differences
- Promote an awareness and appreciation of Aboriginal and Torres Strait Islander culture
- Assist children with their toileting and other personal hygiene matters
- Attend to sick, distressed or injured children
- Assist children with establishing a daily routine
- Ensure the learning environment is clean, tidied, in good order and safe
- Set up learning opportunities and provocations in both the indoor and outdoor learning environments
- Ensure child to staff ratio are maintained at all times and the children's safety via consistent supervision
- Act as the responsible person for the service in the absence of the Nominated Supervisor
- Document appropriate information, including children's experiences, observations and learning stories
- Interact with the parents in a positive manner and maintain professional communication at all times
- Encourage families to take an active interest in their children's learning and development of their children's understanding of their cultural heritage
- Seek information from parents in relation to their children to support the child's learning and provide information and referrals to other services when necessary and in conjunction with the Director
- Follow Service policies and guidelines regarding child protection and providing a safe environment for children and staff.
- Understand and implement emergency management procedures.

GENERAL

- Ensure conduct is in line with Awabakal Code of Conduct and Core Values
- Ensure you understand and adhere to Awabakal policies and procedures

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- Demonstrate and uphold exceptional safety standards at all times and in accordance with any workplace health and safety requirements, to ensure your own safety and the safety of others
- Display a positive attitude and develop and maintain effective working relationships with internal and external stakeholders
- Maintain absolute confidentiality regarding client and patient information and ensure client information and records are entered into the appropriate systems.
- Undertake any other tasks, duties or specific projects within your area of skills and expertise, as required

QUALIFICATIONS / CERTIFICATES / LICENCES

- Diploma in Early Childhood Education & Care
- Child protection qualification
- First Aid Certificate
- Asthma & Anaphylaxis Training
- National Police Check
- Working with Children Check
- A willingness to be appointed as a Nominated Supervisor

EXPERIENCE

- Minimum two (2) years' experience working in an Early Childhood Service in a Permanent capacity
- Demonstrated experience supporting curriculum development and documenting children's learning and development

COMPETENCIES

- Knowledge and understanding of the National Quality Standards, the Early Years Learning Framework and the Education and Care Services National Regulations
- Demonstrated ability to work with the Educational Leader to review and monitor the education programs within the service
- Knowledge of Early Education outcomes and standards aligned with the Early Years Learning Framework
- Knowledge of experiences appropriate for age groups and stages of development of children
- Excellent interpersonal and communication skills
- **Aboriginality is an essential requirement for this position under Section 14D of the Anti-Discrimination Act**

SIGN OFF

I understand the Position Description as set out above and agree to fulfill the tasks and responsibilities to the best of my ability for Awabakal.

Print Name			
Signature		Date	