



Position description Casual Relief Early Childhood Educator

Position holder	Vacant
Classification	Assistant Educator Cert III – Level 1.1 – 1.5 (VECTEA)
Position status	Casual
Position location	HDKA multiple sites

Position objective

The objectives of the position are as follows:

- Work cooperatively as a member of a team and assist with the provision of a high quality educational program for the children.
- Operate in a professional manner at all times meeting the requirements of the Department of Education and Training (DET) *Victorian Kindergarten Policy, Procedures and Funding Criteria; Education and Care Services National Law Act 2010; Education and Care Services National Regulations 2011* and the Quality Improvement Plan, policies and procedures of the service.

Organisational relationship

The educator is responsible to the early childhood teacher on a day-to-day basis for implementing the program's aims and is accountable to the HDKA board of management.

Responsibilities and duties

General responsibilities

1. Work under the direction of the early childhood teacher in accordance with the requirements of the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.
2. Be aware of, operate under and assist with implementing the service's policies and procedures.
3. Assist with the delivery of the program including preparation of activities, general cleanliness and safety of the service and the packing away of equipment and materials as directed by the teacher.
4. Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
5. Respect the confidentiality of information relating to parents and children and comply with the service's privacy policy.
6. Other duties as directed.

Staff

1. Work as a member of a cooperative and professional team.
2. Attend meetings as directed by the teacher or the HDKA committee of management.
3. Participate in an annual performance review.
4. Propose relevant professional development and training programs and participate in professional development activities as approved or requested by the committee.
5. Adhere to all service OHS and correct safety procedures at all times including when lifting heavy objects.

Management

1. Work in cooperative manner with the HDKA board of management, Executive Officer and Pedagogical Leader ensuring open communication on all issues pertaining to the service.
2. Act professionally towards resolution of any conflict that may arise.
3. Attend meetings outside normal working hours as requested by the HDKA board of management with appropriate notice and remuneration in accordance with the applicable industrial agreement.



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Accountability and extent of authority

The position is accountable to the HDKA Executive officer with daily duties directed by the early childhood teacher.

Key Selection Criteria

- Demonstrated experience in assisting with the program and daily routines as directed by the early childhood teacher.
- Demonstrated knowledge to the physical, social and emotional needs of the children.
- Demonstrated experience, knowledge and understanding of the importance of adequately supervision.
- Demonstrated experience in participating with the planning of the educational program including taking written observations of children.
- Knowledge and understanding of the Victorian Early Years & Development Framework (VELDF), National Quality Standards and the Child Safe Standards.
- Demonstrated experience in developing good relationships and effective communication with families.
- Demonstrated ability to plan, work and manage time effectively with minimal supervision.
- Demonstrated experience, knowledge and understanding in maintaining confidentiality on all issues relating to children and families.

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with children, committee, parents, staff and other professionals.
- Ability to work in a cooperative, flexible and professional manner with children, parents, staff and other professionals and HDKA committee of management.
- Ability to ensure confidentiality of information.

Essential requirements

- An approved Certificate III level Education and Care qualification or equivalent or be working towards a qualification in accordance with the *Education and Care Services National Regulations 2011*.
- Hold a current Working with Children's Check which demonstrates suitability for employment in a children's service.
- A current National Police Check (which is less than six months old at the time of appointment).
- A current approved first aid qualification approved anaphylaxis management training and approved emergency asthma management training in accordant with the *Education and Care Services National Regulations 2011* and service policies.

Personal attributes

- Honest and confidential
- Respectful
- Flexible
- Sound work ethics.

Conditions of employment

1. Continuing employment in this position is subject to continuing funding of HDKA.
2. The position must work within the Associations and Incorporations Act 2010; Associations and Incorporations Regulations 2009; Department of Education and Training; Victorian Kindergarten Policies, Procedures and Funding Criteria 2010-12 and in accordance with Acts and legislation.
3. The employee agrees to abide by all health and safety rules and requirements of the employer and all employer policies and procedures which may be amended from time to time.
4. This appointment is subject to
 - Current Police Check
 - Current Working with Children Check



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5. HDKA's recruitment and selection procedures reflect our commitment to the safety and protection of children, families and individuals utilising our services.
6. You will be required to take part in any compulsory professional development sessions offered by HDKA.
7. In addition you may be required to attend professional development sessions which may have been identified as appropriate in the staff appraisal process and consequent 'Training and Enhancement Plan' which has been developed.
8. You may be requested to attend other professional development sessions which may be of interest to you and each request is considered on its merit with consideration to relief staff availability, cost and benefit to the organisation.

Commitment to Child Safety

HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

Executive Officer review and approval

I have reviewed and approve the above position description

Signature _____ Date ____ / ____ / ____

Pauline Butler, Executive Officer

Employee statement

I have read, understand and accept the above position

Name: **Vacant**

Signature _____ Date ____ / ____ / ____