



Position description

Casual Diploma Qualified Early Childhood Educator

Position holder	Vacant
Classification	Relief Diploma Assistant Educator Level 2.2
Position status	Casual
Position location	HDKA Multiple Sites

Position objective

The objectives of the position are as follows:

- Work with fellow educators to provide kindergarten aged children with a high quality kindergarten program designed to meet the individual and group needs in accordance with the National Quality Framework (NQF).

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 HDKA.

Responsibilities and duties

General responsibilities

1. Support, deliver and maintain a high quality program under the direction of the early childhood teacher in accordance with the requirements of the National Quality Framework (NQF) inclusive of the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.
2. 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.
3. Maintain a high quality standard of hygiene and service relevant current regulation requirements.
4. Monitor and evaluate the kindergarten environment both indoors and outdoors to ensure the safety, supervision and wellbeing of children, staff and other visitors.
5. Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
6. Respect the confidentiality of information relating to parents and children and comply with the service's privacy policy.
7. Participate in a range of professional development training opportunities to maintain, improve and broaden individual professional knowledge and skills.
8. Implement and maintain sound risk management with areas of responsibility and create an environment where managing risk is accepted as the personal responsibility of each employee.
9. Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time.

Specific responsibilities

Children

1. Support the participation of all children within a high quality kindergarten program inclusive of children with additional needs.
2. Assist with the program and daily routines as directed by the early childhood teacher.
3. Support the delivery of individualised programs for children.
4. Assist the teacher in the provision of a healthy, safe and welcoming environment for the children and families attending the services.
5. Assist in working with individual and small groups of children.
6. Attend to the physical, social and emotional needs of the children as required.
7. Ensure that any child or group of children in the educator's care are adequately supervised and that every reasonable precaution is taken to protect them from any hazard.



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8. Inform the early childhood teacher or management if the requirements of the Regulations or the Act are not being met.
9. Participate in the planning of the educational program including taking written observations of children as required.

Parents

1. Create a warm, welcoming, flexible and inclusive environment where support and respectful partnerships with all families are paramount.
2. Work in partnership with families to enable them to contribute to service decisions, participation in the kindergarten community and actively contribute to their child's learning and development in a meaningful way.
3. Develop strong relationships and effective communication with families that provide support, guidance and information that is easily accessible and reliable and ensures connections with the local community as required.
4. Support the monitoring and evaluation of individual progress and development of children and advise parents of concerns and provide information and support to parents as required.
5. Maintain confidentiality on all issues relating to children and families and comply with the service's privacy policy.

Staff

1. To work in close partnership with the early childhood teacher and coeducators to support, prepare, implement and evaluation a high quality program that reflects the service philosophy, kindergarten team culture and the policies and procedures of HDKA.
2. Assist the teacher with completing documentation, observations, reflections and planning.
3. Stand in as the room leader in the absence of the teacher.
4. Work as a member of a cooperative and professional team.
5. Attend meetings as directed by the teacher or management.
6. Participate in an annual performance review.
7. Propose relevant professional development and training programs and participate in professional development activities as approved or requested by the committee.
8. Adhere to all service OHS and correct safety procedures at all times including when lifting heavy objects.

Committee of management and management

1. Work in cooperative manner with the HDKA committee 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 committee of management with appropriate notice and remuneration in accordance with the applicable industrial agreement.

Accountability and extent of authority

- Responsible under the teacher's guidance for the planning and implementation of a play based kindergarten program which has measurable outcomes and meets the requirements of the NQF, including the Educational and Care Services National Regulations, Education and Care Services National Law Act, the Service Funding Agreement and the approved Early Years Learning Framework/s of Australia.
- Assist in the site administration requirements for HDKA and the Department of Education and Training (DET).
- Compliance with local, state and commonwealth guidelines and regulations.

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.



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- 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.
- Demonstrated experience in completing documentation, observations, reflections and planning.

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.
- Ability to gain cooperation and assistance from a range of stakeholders within the scope of the role.
- Ability to ensure confidentiality of information.
- Ability to prepare routine correspondence and reports.

Essential requirements

- Diploma in Children's Services with relevant experience in an early years setting.
- Demonstrated ability to implement high quality early years educational programs.
- Demonstrated experience in completing documentation, observations, reflections and planning.
- Demonstrated experience as a room leader.
- 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 supervisor certificate and the ability to fill the position of Nominated Supervisor if required under the Education and Care Services National Regulations 2011 or be willing to apply for a supervisor certificate when eligible.
- 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



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- Current Working with Children Check.
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.

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 ____ / ____ / ____