

# EARLY CHILDHOOD EDUCATOR POSITION DESCRIPTION



## Position Summary

The Early Childhood Educator will assist with the provision of long day care and/or kindergarten programs in accordance with relevant legislative and regulatory requirements including the National Quality Framework and the Victorian Early Years Learning Framework.

## Position Details

Title	Early Childhood Educators
Classification	Band 2 (Cert III qualified) or Band 3 (Diploma qualified)
Category and status	Permanent part time / Temporary part time
Reports to	Kindergarten Teacher or Room Leader
Supervises	Nil
External relationships	Parents, carers and their children
Date PD approved	November 2018

## Position Key Responsibilities

Education and care	<ul style="list-style-type: none"> <li>Ensure a safe, stable, secure and hygienic environment for the children</li> <li>Deliver quality play and learning experiences to the children guided by daily programs</li> <li>Respond appropriately to children's behaviour, developmental needs and special needs</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Work co-operatively with all Children's Service staff</li> <li>Participate in the building of a positive culture within the team</li> </ul>
Customer service	<ul style="list-style-type: none"> <li>Develop positive relationships with parents and carers</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Assist Room Leaders in the maintenance of program/curriculum documentation</li> <li>Assist in the maintenance of the children's records</li> </ul>

## Position Organisational Responsibilities

Leadership	Not applicable
Strategy and policy	Not applicable
Budget	Not applicable
Internal meetings	Position will be required to participate in regular team meetings.
External collaboration	Position may be required to represent Council in a range of forums including industry networks, government/agency workshops etc.
Risk management	Position is responsible for identifying and minimising risk to children, staff and visitors to the kinder/long day care centre and for ensuring that all OH&S obligations are met.
Corporate records	Position is responsible for the accurate, timely and secure storage of all Kinder/long day care centre records under their control.
Legislative framework	Position is responsible for adherence to the National Education and Care Law and associated regulations
Customer Service	Position is accountable for own adherence to the Customer Service Charter.

Council values	Position will demonstrate and encourage behaviour in line with Council values.
Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Not applicable

### Position accountability, judgement, skills and qualifications

Accountability and extent of authority	Under the daily direction of the Kinder Teacher or Room Leader the Early Childhood Educator will provide secure, safe and stimulating care for all children under care. The Early Childhood Educator will be accountable for the quality of care provided and for the provision of professional and courteous service to the families and carers of the children under their care.
Judgement and decision making	Daily work will be conducted as per program plans and Council policies and procedures. Guidance and advice will always be available from the Kinder Teacher or Room Leader. Sound judgment in relation to the safety and security of children is required.
Specialist skills/knowledge	Knowledge of the needs and developmental stages of young children and a basic knowledge of Children's Services Act and regulations is required.
Management skills	Position must be able to manage time, prioritise, organise and plan own work.
Interpersonal skills	Position must be able to communicate effectively with parents, carers, other staff and children.
Qualifications/experience	Certificate III or Diploma in Early Childhood Education or equivalent. Current First Aid qualifications which comply with the requirements of the Children's Services Act. Current Working With Children Check.

### Selection Criteria

Qualifications	Cert III in Early Childhood Education & Care – essential Diploma in Early Childhood Education & Care or higher an advantage
Experience	Relevant experience in Early Childhood Education
Availability	Availability for a variety of days/hours
Working With Children Check	Must have a current Working With Children Check

<b>Acceptance of Position Description</b>		
<b>Approved:</b> Chief Executive Officer	<b>Signature:</b>	<b>Date:</b>
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
<b>Approved:</b>	<b>Signature:</b>	<b>Date:</b>

**Position Description:** Early Childhood Educator  
**Altus ECM reference:** INT20/6C2F291A  
**Position Description developed:** November 2018  
**Position Description reviewed:** May 2024