

Position Description

Educator (Certificate III)

Position Title:	Educator (Certificate III)
Reporting to:	Head of Early Learning
Tenure:	Various
Location:	Hove
Centre Occupancy:	Hove 90 places Catering for children aged 6 months to 5 years
Centre Opening Times:	Hove 7.00am – 6.00pm
Expected Commencement:	ASAP
Salary	Above award salary offered – Children Services Award

BROAD PURPOSE

In partnership with families and the local Catholic School, Alive Catholic Early Learning builds strong and supportive communities, which celebrate and strengthen the unique learning capability of each child.

A strong image of the child as competent and already accomplished human beings is the impetus for quality interactions with children. Alive Catholic Early Learning strives to be a place of wonder, where children are deeply engaged in learning experiences that stimulate, challenge and provoke their thinking, curiosity and inquiring minds.

Our team of Educators are responsible for providing the highest quality education for children enrolled at the Centre consistent with our philosophy, the Early Years Learning Framework and according to the requirements of the National Quality Framework.

As specialists in early childhood education we create an inclusive and innovative learning environment. To achieve this we employ Educators who are passionate about the growth and development of children, and enjoy being a part of a positive team environment where all staff are valued and supported.

KEY RELATIONSHIPS

Internal

- Head of Early Learning
- Centre staff
- Children, families

External

- Catholic Church Early Years Inc. Executive
- Catholic Health Safety & Welfare Staff
- The local co-located School Staff and Community
- Government agencies and staff

KEY RESPONSIBILITIES

Education of Children

- Supporting programs and practices which ensure the rights of the child are upheld and child protection is paramount.
- In conjunction with other educators, facilitate a contemporary curriculum which is child-centred and consistent with:
 - The centre philosophy, policies and procedures
 - Education and Care Services National Regulations
 - The National Quality Standards
 - Early Years Learning Framework
- Responding to each child's strengths and interests; support a planning cycle for individual children and groups of children.

- Engage in collaborative pedagogical practices that support the agency, wellbeing and growth of every child.
- Supporting the planning and development of an inclusive environment which promotes improved learning outcomes for every child.

Partnerships with Families

- Demonstrating respect for the families' role as the child's first teacher and the contribution they make in supporting their child's learning.
- Building and maintaining professional, inclusive and positive relationships with families.

Partnerships with other Educators and Professionals

- Building collaborative relationships with all staff based on respect, trust and honesty.
- Engaging in professional conversations to enhance knowledge and practice.
- Acknowledging and supporting personal strengths, professional experience and team diversity.

Professional Conduct and Learning

- Working within the National Quality Framework, the Code of Conduct, the Early Childhood Australia Code of Ethics, the Centre philosophy, policies and procedures.
- Consistently contributing to a positive team culture; through staff meetings and whole of staff professional learning and discussions.
- Engaging in reflective practice, ongoing professional learning and performance review process.
- Engage in training that is reflective of strategic direction, as negotiated with the Nominated Supervisor.
- Undertake Child Protection/Responding to Abuse and Neglect training at intervals determined by the Nominated Supervisor.
- Actively supporting the Catholic Church Early Years Inc. mission, vision and values and positively representing the organisation to external contacts at all opportunities.
- Actively participating in and contributing to projects and activities.

Workplace Health and Safety (WHS)

- As a Worker, while at work –
 - take reasonable care for their own health and safety
 - take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
 - comply, in so far as is reasonable, with any reasonable instruction given by the employer
 - co-operate with any reasonable policy or procedure that is related to health and safety.
- Any other duties as reasonably required

**Responsibilities are subject to revision in accordance with role requirement and legislative change.

QUALIFICATIONS/CERTIFICATIONS AND EXPERIENCE

Essential

- Approved ACECQA Certificate III level qualification. (List of approved qualifications at: <https://www.acecqa.gov.au/qualifications/naf-approved>)
- Experience with Early Childhood Education, child development, curriculum and development of play.
- Highly developed PC skills (including Microsoft Office).
- Current Working with Children Check (or DCSI equivalent).
- ACECQA approved First Aid qualification that includes applying first aid, emergency asthma management and anaphylaxis.
- Child Protection Qualification: Responding to Risks of Harm, Abuse and Neglect – Education and Care
- Maintain vaccination against, or prove ongoing immunity to, COVID-19 and other diseases as specified by the Employer, or provide an accepted, authorised exemption to same.

Person Specifications/Values

- Effective interpersonal skills promoting a team environment.
- Ability to work collaboratively and demonstrate reflective practices.
- Ability to interact with children in a positive, sensitive and respectful manner.
- Proven ability to work with staff and families to engender a sense of community, learning together.
- Effective time management in a fast pace environment.
- Effective oral and written communication skills.
- ICT skills and experience in their application in educational settings for young children.

Document Owner
Version
Authorised By
Version Date

Alive Catholic Early Learning
Final
Executive Officer
12 December 2021

Entity
Status
Document ID

Catholic Church Early Years Inc
Approved
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