



POSITION DESCRIPTION

POSITION TITLE:	Early Childhood Educator (Diploma or Certificate III)
REMUNERATION SCALE:	As per Letter of Appointment
REPORTS TO:	Early Learning Centre Manager
FULL TIME EQUIVALENT:	As Per Letter of Appointment
LOCATION:	Brigid's Light Early Learning Centre
AUTHORISED BY:	Chief Early Childhood Officer
DATE:	October 2024

Primary Objectives

The objectives of this position are to assist with the development and provision of a high-quality educational program based on the Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Developmental Framework (VEYLDF) for the children of Sandhurst Catholic Early Childhood Education and Care Ltd. (SCECE&C Ltd.) in consultation with the SCECE&C Ltd. Approved Provider and the parents of children attending the service.

The incumbent will work cooperatively as a team member with the Early Learning Centre Manager, the Early Childhood Teacher, the Educational Leader and other Early Childhood Educators to provide a quality educational program that is responsive to the needs of the community. They will operate in a professional manner at all times and ensure that the service meets the requirements of the Department of Education (DE) Kindergarten Funding Guide; Education and Care Services National Law (National Law); Education and Care Services National Regulations (Regulations) and functions in line with approved policies, procedures and the Quality Improvement Plan of the service.

Organisation Environment

Sandhurst Catholic Early Childhood Education and Care Ltd. (SCECE&C Ltd.) is a not-for-profit entity responsible for 4 Early Childhood Education and Care Centres managed through the Early Childhood Education and Care Unit. SCECE&C Ltd. is an incorporated company constituted by the Bishop of Sandhurst and is a subsidiary company of Catholic Education Sandhurst (CES) Limited, who is its Member, and it is governed by an independent Board of Directors.

SCECE&C Ltd.'s Vision is to create high quality environments which are authentically Catholic, where each child and family is accompanied on their journey of development, supported by the pastoral ministry of our Church as embodied in our Sandhurst communities.

The Early Childhood Education and Care Unit

The Early Childhood Education and Care Unit acts as the management arm of SCECE&C Ltd. and has the responsibility for the organisational, administrative, support and service matters related to Early Childhood Education and Care settings within the Catholic Diocese of Sandhurst.

Statement of Commitment to Child Safety

We are committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Responsibilities and duties

General responsibilities

- Be responsible to Sandhurst Catholic Early Childhood Education and Care Ltd. (employer), in partnership with the Early Childhood Teacher, for planning and delivering developmentally appropriate programs for the children in the group/s in which they are working.
- Fulfil the requirements of the position of Nominated Supervisor or a person in day-to-day charge if required and in accordance with the requirements of the Regulations.
- Act in accordance with the authority delegated by the employer, in dealing with situations of an urgent nature that require immediate action, in order for the service to comply with the National Law and Regulations and OHS.
- Assist in ensuring the program operates within the requirements of the Regulations, the Act, the Quality Improvement Plan and policies and procedures of the service.
- Operate within the limits of the service budget allocation and financial policies and procedures of the service.
- Respect the confidentiality of information relating to parents and children and comply with the service's privacy policy.
- Be responsible for sharing the housekeeping tasks of preparation, hygiene, safety and packing away with other staff related to the program.
- Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- Work cooperatively with the employer and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures.
- Work in accordance with the standards outlined in the Early Childhood Australia (ECA) Code of Ethics, SCECE&C Ltd.'s Code of Conduct and Child Safe Framework.
- Other duties as directed by the employer from time to time.

Specific responsibilities

Children

- Assist in the planning and implementation, in consultation with the Early Childhood Teacher, parents and other educators, of culturally rich and welcoming learning environments and activities which are appropriate to the developmental needs and interests of all children including the provision of an accessible and inclusive program for children with a disability.
- Assist in developing, recording and maintaining, in partnership with the Early Childhood Teacher, specific records of individual children.
- Assist in the provision of a safe, healthy and welcoming environment.
- Working with all staff to ensure that children are adequately supervised at all times .

Parents/volunteers

- Assist in the orientation of new families to the service.
- Support the participation of parents in the program.

Staff

- As part of a team, facilitate effective communication and assist in the day-to-day supervision of relevant staff/volunteers performing duties in the program for which the educator is working.
- Participate in regular performance reviews.
- Ensure Child Safe Standards are followed at all times.
- Participate in discussions with relevant early childhood support services and other professional services and organisations within the community as required.
- Attend staff meetings, as directed by the Early Learning Centre Manager.

Sandhurst Catholic Early Childhood Education and Care Limited (employer)

- Work in a cooperative manner with the employer, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service.
- Assist with written reports concerning the overall operation of the service for the employer as required.
- Attend meetings outside the rostered hours, or away from the workplace, as required by the employer, with appropriate notice and remuneration in accordance with the relevant industrial agreement/award.
- Report to the Early Learning Centre Manager, Early Childhood Teacher, OHS Champion, Nominated Supervisor and/or employer (as relevant) on both urgent and on-going maintenance requirements of the service.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Educator is directly accountable to the Early Learning Centre Director, Early Years Manager and the Chief Early Childhood Officer as delegates of Sandhurst Catholic Early Childhood Education and Care as the employer.
- The Educator has the authority to take such action as is necessary to ensure that the safety and wellbeing of children and their families are maintained within the service and on approved activities outside the service.
- The Educator in consultation with the Early Learning Centre Director may be responsible for making recommendations to the employer on matters relevant to the operation of the group in which they are working.

Specialist skills and knowledge

- An understanding and knowledge of early childhood development relevant to their level of qualification and position.
- Ability to assist in the provision of a developmentally appropriate program for the children in partnership with the Early Childhood Teacher/AGL and parents.
- An ability to plan, reflect, work and manage time effectively with minimal supervision.
- Reasonable knowledge and understanding of the National Quality Framework including National Law, Regulations and Learning Framework.

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with children, the employer, parents, other staff and professionals.
- Ability to work in a cooperative, flexible and professional manner with children, parents, staff and the

employer.

- Well-developed self-motivation skills and initiative.
- Ability to ensure confidentiality of information.

Essential requirements

- Hold an approved Diploma of Children's Services qualification or Certificate III (depending on role applied for) OR equivalent pursuant to the National Law and Regulations (or be working towards a qualification in accordance with the Regulations).
- Be able to fill the position of day-to-day charge if required by the Approved Provider in accordance with the Regulations.
- Hold a current Working with Children Check (or equivalent).
- Hold and maintain an approved:
 - first aid qualification
 - emergency asthma management qualification
 - management of anaphylaxis qualification in accordance with the Education and Care Services National Regulations and service policies.