

Position Description

Position Title	Early Childhood Educator
Physical Location	Minya Porlar Creche, Murray Bridge
Geographical Responsibilities	Murraylands
Classification Level	Levels 4A – 4.3 of the <i>Children’s Services Award 2010</i>
Reviewed	July 2019

POSITION SPECIFICATION

At ac.care we want all country people to have a safe home, enough money to live on and strong, positive relationships. With over 200 staff we provide a range of services for country South Australian communities the Adelaide Hills, Limestone Coast, Murraylands and Riverland.

We are a non-government organisation (NGO) and our values (CARE - Compassion, Adaptability, Relationships, Excellence) underpin the work we do. Together, as one team we CARE and can continue to enrich the lives of country South Australians.

Purpose of the position

The Early Childhood Educator (ECE) will work collaboratively as a team member within the organisation to provide secure, safe and stimulating care to children at Minya Porlar Creche, treating each child with respect and dignity and acknowledging the individual values of their families.

This role will promote a warm and inclusive environment for children, and provide quality education and care services for children and families, as well as lead and support fellow educators.

Reports to

- Assistant Director/Director Children’s Services.

Special Conditions

- Out of hours work including travel involving overnight absences will be required
- Current SA driver’s licence ‘Class C’ or interstate equivalent
- Current Satisfactory Working with Children Check (WWCC) or willingness to obtain in accordance with ac.care policy.
- Child Safe Environment Certificate or willingness to obtain in accordance with ac.care policy.
- Current HLTAID004 Provide an emergency first aid response in an education and care setting including anaphylaxis and asthma management certificate or willingness to obtain in accordance with ac.care policy.

Key Responsibilities

1 Contribute to the provision of a high quality child care service by:

Strategy

- Identify and contribute to program/service delivery performance outcomes.
- Design and deliver programs that provide a diverse and interesting range of experiences and routines appropriate and responsive to the needs of each child in care.
- Coordinate and participate in the review, development and implementation of frameworks, policies, guidelines and other resources that deliver business outcomes for ac.care e.g. Quality Improvement Plan (QIP), administration processes.
- Ensure the centre or service's policies and procedures are adhered to.
- Manage risk in accordance with ac.care policies and procedures and Legislative requirements.

Leadership

- Responsible to the Assistant Director/Director for the day-to-day management of the centre or service in their temporary absence e.g. responsible person.
- Work collaboratively, developing respectful and compassionate relationships with internal and external stakeholders to deliver high quality outcomes.
- Communicate and act in a positive and co-operative manner with families, parents and guardians about relevant aspects of their child's behaviour and development whilst maintaining confidentiality e.g. information about relevant aspects of service delivery.
- Responsible to the Assistant Director/Director for the supervision of students on placement and training of staff.
- Actively support co-workers in the provision of quality child care that meets the needs of individual and groups of children and supports their learning in accordance with the Early Years Learning Framework.
- Actively encourage employees, volunteers and students to develop strong teamwork skills and create a supportive team environment.
- Coordinate rosters to meet child/staff ratio requirements as delegated by the Assistant Director/Director

Cultural

- Actively promote and role model the ac.care values of Compassion, Adaptability, Relationships and Excellence and contribute to positive organisational change, effective communication and continuous improvement at ac.care.
- Work effectively with the Manager and other members as part of 'one ac.care team'.
- Communicate effectively with a broad range of people and families from a variety of backgrounds including vulnerable communities.
- Assist with planning and facilitating the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds

Continual Improvement

- Responsible for the coordination, implementation and evaluation of a developmentally appropriate programs for individual children or groups e.g. daily care routines.
- Responsible for ensuring accurate and appropriate documentation and statistical data in accordance with program and funding body requirements e.g. rosters, timesheets, employee, client and financial records, workplace compliance, training and development etc.
- Record observations of individual children or groups for program planning purposes to support children's learning e.g. children's learning portfolios.
- Responsible for ensuring a safe environment is maintained for both staff and children in the provision and maintenance of optimum health and safety conditions by maintaining an attractive, safe and hygienic indoor and outdoor environment e.g. safe and secure storage and maintenance of materials, resources, and, equipment.
- Ensure compliance with all statutory, legal and ethical obligations and coordinate compliance and quality assurance audits in the absence of the Assistant Director/Director.
- Demonstrate knowledge of hygienic handling of food and equipment and work in accordance with food safety regulations ensuring the continuity of Quality Assurance accreditation.
- Contribute and support the National Quality Framework (NQF) principles through the Quality Improvement Plan (QIP).
- Participate in appropriate financial activities, as delegated by the Assistant Director/Director e.g. accounts payable, bookings, billing, financial returns, monthly income and expenditure statements and annual audit statements.
- Coordinate feedback, complaints and contributions from children and families to drive the continual improvement of centre services.

Capability Development

- Demonstrating a genuine interest in the needs of children and their families through the provision of quality care which reflects an awareness of the safety and wellbeing of each child in a respectful, supportive, equitable and inclusive manner.
- Actively provide each child individual attention and comfort as required and under direction work with individual children with particular needs.
- Ensure the quality of service through active participation in supervision and training, to ensure services provided are ethical, of a high standard and fulfil the requirements of the funding body.
- Promote and contribute to an environment of continuous learning and improvement through coaching and mentoring clients, and/or agency staff as required e.g. staff awareness of accountability, legal liability and duty of care to children.
- Implement the Early Years Learning Framework for individual children and groups in consultation with the Assistant Director / Director.

2 Other duties as directed.

Perform other duties allocated appropriate to position and organisational needs, and to undertake any relevant task as directed by the Assistant Director / Director as part of the employer/employee relationship within the scope of the role

PERSON SPECIFICATION

Selection criteria – essential

- Tertiary qualifications or a Diploma of Early Childhood Education and Care or equivalent.
- Demonstrated experience in observing, programming and planning to meet children's individual needs.
- Demonstrated experience in working with and being sensitive to the needs of children, parents or guardians in a welcoming and non-judgemental environment, acting with diplomacy, tact, empathy, privacy and confidentiality e.g. ability to convey a feeling of security, care and flexibility.
- Demonstrated ability to interact with children in a positive, sensitive and respectful manner.
- Demonstrated experience in implementing Early Years Learning Framework (EYLF) & National Quality Framework (NQF) requirements.
- Experience in Documenting children's learning and development.
- Demonstrated practice working in a team environment, managing time effectively, setting priorities, planning and organising workloads and that of other staff and/or students where supervision is required.
- Ability to assist the room leader and fellow educators with all tasks and duties.
- Demonstrated experience in effective communication (listening, verbal and written), with a broad range of people from a variety of backgrounds including the ability to establish rapport and maintain a positive relationship which respects and promotes cultural diversity.
- Skills in Microsoft Office e.g. word, excel, PPT, outlook and data entry.
- Demonstrated knowledge of identifying, reporting and implementing Work Health and Safety procedures and initiatives for personal safety and the safety of others
- Demonstrated ability to adapt and manage change and assist others through the change process e.g. new children to the crèche.

Highly regarded

- Knowledge of current child care practices.
- Demonstrated commitment to on-going learning and development
- Demonstrated use of self-reflective practices that build the ability to identify and manage own emotional responses to children, parents and guardians seeking services.
- Experience working with people from culturally and linguistically Diverse (CALD) and Aboriginal and Torres Strait Islander backgrounds

Acceptance

Position holder signature _____

Name (printed) _____

Date _____