



POSITION DESCRIPTION

POSITION TITLE:	Educator
PRIMARY LOCATION:	Warrnambool
AWARD & CLASSIFICATION:	Children’s Services Award. Level & Pay Point dependant on qualifications and experience Salary Packaging in accordance with Public Benevolent Institutions applies.
REPORTS TO:	Centre Director – North Edge Early Learning
DIRECT REPORTS:	N/A
RISK ASSESSED CATEGORY:	Tier 1 – Everyday Multiple Contacts

Organisational Context

North Edge Early Learning (NEEL) is an established day care and kindergarten in South West Victoria. With a staff of 25 full-time, part-time and casual employees looking after a maximum capacity of 103 children. At NEEL we value the contribution of every child and aim to make their time with us warm, safe and full of opportunities to grow and learn.

Primary Objectives

Work cooperatively with fellow staff members to provide an environment that nurtures, stimulates and guides each child’s development. Ensure the educational program delivered supports a holistic approach to the development and care of children aged 0-6.

Key Responsibilities and Accountabilities

Education Program:

- Assist in the planning, implementation, assessment, and review of high-quality educational programs based on the developmental needs, interests and abilities of all children
- Actively support every child to participate in programs and assist in ensuring that the programs promote the children’s agency, choice, and influence
- Assist in the documentation of children’s learning in accordance with the service philosophy and the learning outcomes
- Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work

Health and Safety:

- Ensure staff and children utilise all effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures
- Ensure that all children have access to nutritious food and fresh drinking water
- Assist in the promotion of health, wellbeing and physical exercise in the service
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm



POSITION DESCRIPTION

Build Positive Relationships

- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families
- Assist with the supervision of workplace students and volunteers
- Assist with an effective induction and orientation process for new families, children and staff, including workplace students and volunteers

Contribute to the effective management of the service

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service
- Attend professional development opportunities as appropriate
- Contribute to the continuous improvement of the service through reflective practice and as directed by the director and educational leader
- Assist in the completion of any collection of data, medical or other records required in a timely manner

SKILLS AND BACKGROUND REQUIREMENTS

Required:

- Diploma in Early Childhood Education and Care or equivalent (or working towards) or Cert III in Early Childhood Education and Care or equivalent (or working towards)
- Demonstrated experience working in early childhood services
- Willing to learn and implement regulations, standards, frameworks and codes including the Child Safety Standard
- Flexibility and a positive team attitude
- A knowledge and understanding of the National Quality Standards, the Education and Care
- A knowledge and understanding of Services National Law Act 2-210 and Educational and Care Services National Regulations 2011

Desirable:

- First aid Certificate

Compliance:

- Satisfactory Police Records Check
- Working with Children's Check (employee)



POSITON DESCRIPTION

SIGNATURES: We certify that the contents of this position description are a true and accurate reflection of this role:

Position holder:

Date: / /

Signature:

Supervisor:

Date: / /

Signature:

HR Representative:

Date: / /

Signature: