

POSITION DESCRIPTION



Smart growth. Empowered communities. Creating opportunities.

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| Position Title: Educator - Diploma | | | |
| Business Unit: | Corporate and Community | Classification/Grade: | Band 2 Level 1 Grade 7 |
| Position No: | | Reports to: | Centre Director |
| Location: | Jerilderie Early Learning Centre | Positions reporting directly to this position: | NIL |

Primary Purpose of the Position

The primary purpose of a **Educator – Diploma** is responsible for the planning and implementation of an innovative and educational program that provides a warm and caring environment that enriches and enhances the children's lives and complements their family beliefs.

While ensuring the care, safety and wellbeing of all children, creating and promoting a positive team approach to ensure a high quality education and care service and provide support and information to families regarding the needs and developmental progress of children and provide specialist information and advice in regard to particular areas of concern as requested or required by parents.

Roles & Responsibilities

The **Educator – Diploma** is directly responsible for the following roles and responsibilities:

1. To plan for and deliver a high quality educational program in consultation with key staff in line with early childhood education theory and the Early Years Learning Framework.
2. Maintain and implement knowledge of the national Quality Framework (NQF) to support centre performance in meeting National Quality Standards (NQS).
3. Ensuring interpreted observations are evaluated according to early childhood theory and practice.
4. Be aware of licensing and other legislative requirements to ensure the coordinator of all operational matters relevant to those (including NSW Children's Services Regulations, QIAS requirements, WHS Act and regulation, Child Protection Legislation, Record Keeping and Food Safety Legislation).
5. Observe, interpret and evaluate observations and maintain individual records
6. Understand your obligation as a mandatory reporter and be up to date with current reporting guidelines.
7. Create a learning environment that is culturally appropriate and is responsive to all the children's developmental needs and interest
8. Design, implement and evaluate appropriate programs for children in cooperation with other team members, ensuring that a range of activities and experiences are provided which meet the developmental, learning, cultural and additional needs and interests of each child.
9. Share knowledge of child development with parents and provide information on individual child's progress and guidance.

10. Utilise child development knowledge to guide and support parents in decisions regarding their child's development
11. Ensure effective verbal and written communication with a variety of stakeholders is maintained at all times
12. Plan and implement incursions and excursions that are relevant extensions of the centres program, including developing the accompanying risk assessments.
13. Monitor each child's progress by maintaining an individual profile and weekly written record of the program, ensuring that the child's individual records are used in the development of the program.
14. Ensure programs and all interaction between staff, volunteers and children recognise and incorporate a social justice approach. Establish and implement plans for developing responsible behaviour..
15. Share responsibility of the safety and hygiene of children, staff, students and volunteers within the Centre's environment including ensuring appropriate cleaning and food handling practices.
16. Ensure procedures relating to administrative functions of the room, including development of routines and procedures are followed.
17. Carry out the role of Responsible person within the service, taking in responsibility of being in day-to-day charge of centres operation where required.
18. Comply with the requirements of Council's Work Health and Safety Management System (WHSMS) and fulfill relevant WHS responsibilities
19. Other duties within skills, competencies and classification of the role as directed by the General Manager

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values of *'Trust, Honesty, Respect & Teamwork'*.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures, and work instructions.
- Where applicable comply with Council Delegation levels.
- Conduct all duties in accordance with the Council's Code of conduct, plans policies, and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:

- Responsible for the completion of work requiring the application of trades, administrative or technical skills.

Judgement and problem solving:

- Skills in assessing the situations and in determining processes, tools and solutions to problems. Guidance is available.

Specialist knowledge and skills:

- Positions will have demonstrated competence in a number of key skill areas related to major elements of the job.

Management skills:

- Positions may require skills in the supervision or co-ordination of small groups.

Interpersonal skills:

- Communication skills to explain situations or advise others

Qualifications & Experience

- Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), *or*: Diploma of Early Childhood Education and Care (or equivalent)
- Sound knowledge and implementation of the Early Years Learning Framework (EYLF) & National Quality Framework (NQF)
- Valid Working With Children Check
- Current First Aid Certificate
- Excellent written and verbal communication and computer skills
- Current *Provide an Emergency First Aid response in an Education and Care Setting* qualification
- Current ACECQA approved Anaphylaxis and emergency asthma management training
- Accredited Child Protection training
- Demonstrated ability to build constructive and genuine working and community relationships
- A strong ability to lead, inspire, motivate and maintain a positive culture within our centre
- Ability to plan and implement a quality, educational and child based program in line with our standards

Desirable Qualifications & Experience

- Minimum 2 years working as a Educator - Diploma of either a preschool or a long day care service
- Knowledge of local government

Authorisation:

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| Prepared By: | GM/HR | Date Issued: | July 2019 |
| Current Incumbent | | Date Commenced: | |
| Manager: | | | |
| Reviewed By: | | Date: | |

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.