Position Description

Title: Assistant Educator (Certificate 3)

Business Unit: Early Learning

Location: 11 Werrigar Street, Warracknabeal, VIC 3393

Employment type: Ongoing | Part-time

Reports to: Team Leader

About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice
Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The Assistant Educator will be responsible for ensuring all children and families attending the service are provided with a safe, stimulating and supportive environment. The position will include supervision and assistance to the Room Leaders and other qualified educators within the service to ensure practices and processes are consistent with regulatory compliance.

Assistant Educators are responsible for ensuring that all requirements of the Education and Care Services National Law and Acts, National Quality frameworks and policies and procedures of Uniting for all Early Years services are met.

The Assistance Educator will monitor the day to day operation of the centre and provide feedback to Room Leaders and management to make informed decisions regarding the operation of the program.

The position may be required to assist in service delivery at peak times or as required at any Uniting Wimmera Early Years' service and is flexible with working hours according to service delivery requirements

Scope

Budget: NIL

People:

- Responsible for assistants and students that may work within the room

Relationships

Internal:

- Centre Director/Team Leader
- Early Years Educators
- Early Learning Coordinators
- Educational Leader
- Children and Families

Position description

Assistant Educator (Certificate 3)

External	• Department of Education and Training

Key responsibility areas

Service delivery

- Implement the Early Years Learning Framework by reinforcing the daily practices of the service to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning.
- Provide by positive example practice leadership and a professional approach to all Early Years educators within the service.
- Effective communication with parents and other stakeholders in the community.
- Support Early Years educators to meet duties and responsibilities and provide regular feedback through the agency supervision and appraisal systems.
- Promote the service and encourage enrolments within the community.
- Assist in the implementation of daily care routines and provide a healthy, safe and welcoming environment.
- Acknowledge and accept the responsibility of being the certified supervisor (if nominated) of the service and undertake any duties required of a certified supervisor as defined in the Education and Care Services National Law 2010 and Regulations 2011 and the Children's Services Act 2006 and Regulations 2009.

Quality and risk

- Apply knowledge in establishing procedures where there are no defined established practices.
- Identify and adapt best practice benchmarking indicators to the delivery of services.
- Foster and promote a continuous learning environment that responds to the needs of services.
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Uniting Wimmera procedures.
- Identify and participate in personal development that ensures the continuing high delivery of services.
- Actively participate in regular supervision and annual performance plan reviews.
- Assist with the development and implementation of Uniting policies and procedures and continue to evaluate to direct high level service delivery.
- Manage work practices to ensure reasonable care is taken for own health and safety and the health and safety of others.
- Comply with all relevant legislation and regulatory requirements, industry codes and standards and Agency policies and procedures.
- Assist with and support internal and external audit processes.
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.
- Attend mandatory, core and other safety related training including induction.

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, proving feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.

- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Person specification

Qualifications

- Certificate III in Early Childhood or studying towards the qualification or Diploma qualification and relevant experience in an Early Childhood services role.

Experience

- Sound discipline knowledge, including the underlying principles of Early Years, gained through experience, education and / or training.
- Knowledge of the statutory requirements related to Early Years.

Core selection criteria

- ***Values alignment:*** ability to demonstrate and authentically promote Uniting's values
- Demonstrated skills in staff supervision.
- Proven reporting, time management and administrative skills.
- Demonstrated commitment to professional development, employee orientation and training.
- Excellent communication skills and interpersonal skills, demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
- Competent computer skills.
- An understanding of and commitment to the programs of Uniting.

We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

	Employee	Manager
Name:		
Signature:		
Date:		