

# Position Description



<b>Title</b>	Early Childhood Educator – Certificate 3
<b>Business Unit</b>	Early Learning
<b>Location</b>	Melton Uniting Kindergarten
<b>Employment type</b>	Ongoing, Part Time
<b>Reports to</b>	Early Childhood Teacher/Nominated Supervisor

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work 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.

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, bisexual, trans, gender diverse, intersex and queer (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

## 2. Position purpose

- To adhere to the requirements of the Education and Care Services National Law Act and Regulations, the National Quality Standards Framework, Child Safe Standards and organisational policies and procedures.
- To work collaboratively as part of a large passionate professional team ensuring the provision of quality Early Childhood programs.
- To provide an environment, which reflects a safe, inclusive, responsive and supportive program, where the interests and needs of the child are the foundation for the creation of the educational programs.
- A commitment to participating in ongoing reflective practice and continuous improvement.
- To contribute to a positive professional team and organisational culture

## 3. Scope

**Budget:** nil

**People:** nil

## 4. Relationships

### Internal:

- Nominated Supervisor
- Other early childhood teacher
- Other educators
- Other Uniting Volunteers and staff

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## Early Childhood Educator



- Early Learning Management team

### External

- Children
- Families
- Other early childhood professionals

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## 5. Key responsibility areas

### Quality Educational Programs

- Contribute to planning, implementation, and modification of a high quality and diverse educational program based on an approved curriculum framework.
- In developing the educational program support the promotion of children’s agency, choice and influence so that the program meets the interests and abilities of each child.
- In collaboration with the Early Childhood Teacher/Educational Leader document and participate in analysing children’s learning in line with an approved curriculum framework.
- Actively engage with every child to participate in the program.
- Utilise a variety of teaching strategies and reflective practice in daily work.
- Assist in the completion of Transition and Development Statements as required by the Early Childhood Teacher (where applicable).

### Health & Safety of Children

- Immediately raise the awareness of any concerns regarding the health, safety or wellbeing of a child.
- Provide a safe and stimulating physical environment where all children are protected from harm or hazards.
- Ensure that children’s health, wellbeing and physical needs are met.
- Demonstrate effective health and hygiene practices that meet all legislative, policy, procedural requirements, and support children to do the same.
- Ensure that all children have access to nutritious food and fresh drinking water.

### Relationships & Collaboration

- Work cooperatively, ethically and respectfully with educators and other Uniting staff (including the Management team) to deliver high quality services for children and families.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Consult with families regarding their child’s learning and development.
- Assist to ensure effective induction and orientation processes for new families, children and educators, including workplace students and volunteers.
- Contribute to the establishment and maintenance of links with local networks and community, resource agencies, local prep programs/schools and other relevant organisations.

### Administration & Management

- Ensure all practices are in accordance with the Education and Care Services National Law Act and Regulations, the National Quality Framework and reflect the philosophy and policies and procedures of the service
- Attend and actively participate in staff, educator and network meetings and professional development opportunities as appropriate or as directed by the Nominated Supervisor.
- Contribute to the ongoing continuous improvement of the service through reflective practice and as directed by the Nominated Supervisor
- Participate and support the team to maintain accurate records and documents to meet legislative requirements.
- Support the Nominated Supervisor in matters relating to program development and review and service administration as required.

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- Stay informed about current trends in educational practice within the sector.
- Actively participate in employee performance review process

### 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.

**Responsible Person:** All Early childhood educators are required to agree to act as a responsible person as per the *Education and Care Services National Regulations*. Responsible persons are placed in charge of the day-to-day operational management of the service if the approved provider or nominated supervisor is not present and you are nominated as the responsible person. In the absence of the Nominated Supervisor, assume all roles and responsibilities of the management and operation of the service.

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## 6. Person specification

### Qualifications

- Certificate III of Early Childhood Education (or equivalent as approved by Australian Children’s Education and Care Quality Authority)

### Experience

- Prior experience working in a kindergarten and/or other early childhood service providing high quality care and education services for children.
- A sound knowledge and understanding of early childhood learning and development.
- Intermediate level of competency in use of Microsoft Office Suite and internet.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- Knowledge of the Education and Care Services National Law Act and Regulations, the National Quality Framework and the Child Safe Standards and how these relate to the operation of a kindergarten.
- Demonstrated knowledge and ability to contribute to the development and implementation of a high quality educational program that reflects the diverse nature of the service, local and wider community, based on an approved learning framework and the service philosophy.
- Demonstrated ability to promote and advocate for the rights of children and families.
- Demonstrated ability to relate to and communicate effectively with a range of diverse stakeholders including all educators, families, and early childhood and other professionals.
- Demonstrated ability to participate in and contribute to a productive team environment.
- Well-developed organisational skills and ability to prioritise tasks and meet required timeframes working both under direction and with a high degree of autonomy.
- Current working with children check valid for paid employment

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- First aid training as prescribed in the Education and Care Services National Regulations, including first aid, anaphylaxis management and emergency asthma management.

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### 7. 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.**

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### 8. Acknowledgement

**I have read, understood and accepted the above Position Description**

	Employee	Manager
Name:		
Signature:		
Date:		