

# Position Description

<b>Title</b>	Early Childhood Educator (Diploma Qualified)
<b>Business Unit</b>	Early Learning
<b>Location</b>	As per employment agreement
<b>Employment type</b>	As per employment agreement
<b>Reports to</b>	Centre Coordinator / Early Learning Coordinator

## 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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

## 1. Position purpose

The Early Childhood Educator will be responsible, in consultation with the Assistant Coordinator/Coordinator for the planning, organisation and implementation of Children's programs in accordance with The Early Years Learning Framework. This position provides leadership, direction and support to immediate co-workers and the development of a highly valued 'working together' culture which is integral to the centre philosophy.

In addition to the daily care and support of children, Early Childhood Educators will be required to implement a program that is responsive to children needs, interests and abilities. A holistic approach to program planning which values diverse learning experiences and embraces individual learning styles is essential. Play based learning will form the foundation of the program with opportunities for intentional and self-directed learning. Critical reflection of the program is essential to this position and the role requires that all team members are positively supported to participate in the reflection process

## 2. Scope

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### Budget:

*nil*

### People:

*nil*

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## 3. Relationships

### Internal

- Early Learning Coordinator and Early Learning Area Manager
- Centre Coordinator
- Other early years educators
- Students / volunteers

### External

- Children and their carers
  - Department of Education and Training
  - Other community service providers as required
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## 4. Key responsibility areas

### Service delivery

- Responsible, in consultation with the Assistant Director/Director for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Responsible to the Assistant Director/Director for the supervision of students on placement.
- Responsible for ensuring a safe environment is maintained for both staff and children.
- Responsible for ensuring that records are maintained accurately for each child in their care.
- Develop, implement and evaluate daily care routines.
- Ensure that the centre or service's policies and procedures are adhered to.
- Liaise with families.

### Professional Engagement

- Support the development of collaborative partnerships with families, encouraging them to participate in the program where appropriate
- Work positively and appropriately with all staff, parents, volunteers, students and sector colleagues as required
- Develop an awareness of community and external partnerships
- Contribute to the Quality Improvement Planning process

### Professional Knowledge

- Complete professional development to maintain currency in skills and understandings of contemporary practice
- Demonstrate an awareness of children's differing strengths and requirements from culturally diverse, vulnerable and disadvantaged perspectives
- Demonstrate computer literacy at a competent level
- Actively contribute to the development and review of the service philosophy

### Quality and Risk

- Work within the National Quality Standards 2011, Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010
- Work in accordance to food safety regulations

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- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe
- Use principles of best practice to provide an innovative and responsive program.
- Maintain current and accurate case notes, records and statistical information.
- Ensure that the service meets or exceeds quality assurance requirements and participate in agency quality accreditation processes

#### 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.

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## 5. Person specification

### Qualifications

- Post-secondary qualifications in Early Childhood Services (Diploma or equivalent)
- Current First aid Level 2
- Certificate in Anaphylaxis and Asthma management

### Experience

- Demonstrated experience in providing a holistic approach to professional practice in constructing curriculum and learning experiences relevant to the children in their local context.
- Sound knowledge of the National and Victorian Early Years Learning Frameworks
- An understanding of the National Quality Standards 2011, Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of

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Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

- **Communication:** Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills

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## 6. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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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## 7. Acknowledgement

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

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>