

# Position Description



<b>Title</b>	Educator – Diploma Qualified
<b>Business Unit</b>	Early Learning
<b>Location</b>	34 Paterson Street, Launceston
<b>Employment type</b>	Casual
<b>Reports to</b>	Service Coordinator

## 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

A qualified Educator supports the Studio/Program Leader and multi-disciplined team of Educators to provide an exciting and varied educational experience for children in their care. The educator should work collaboratively with their fellow team members within the service to effectively manage the day-to-day operation of the room and service to assist in leading the service in building effective partnerships, developing organisational culture and pedagogical and curricular development that is child-focused through play-based learning.

## 3. Scope

**Budget:** Nil

**People:** Supervision of Education and Care Educators (Cert III) and Students as required.

## 4. Relationships

### Internal:

- Educators
- Studio Leader
- Service Coordinator - Education Leader

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- Area Manager
- Executive Officer Early Learning

### External

- Families
- Local Communities
- Inclusion Support
- Relevant stakeholders

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## 5. Key responsibility areas

### Service delivery

Assist in planning and implementing a quality educational program (NQS Quality Area 1: Educational program and practice):

- Assist in Planning, implementing, evaluating and reviewing a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Actively support every child to participate in the program and ensure that the program promotes children’s agency, choices and influence.
- Assist in guiding team educators to deliver effective and valuable documentation of children’s learning in accordance with the centre philosophy and the Learning Outcomes (EYLF, MTOP and FSAC).
- Model, mentor, assist in training and supporting team educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
- Complete Transition Statements (where applicable).

### Administration and finance

Contribute to the effective administration and management of the service (NQS Quality Area 7: Leadership and service management)

- Responsible for all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Attending professional development opportunities and network meetings as appropriate or as directed by Service Coordinator.
- Promoting an understanding of the NQS, the NQF and the curriculum framework documents within the team.
- Contributing to the continuous improvement of the service through input into the QIP, reflective practice and as directed by the Studio Leader or Service Coordinator and educational Leader.
- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service’s policies and procedures and the NQS.
- Undertake responsible and sustainable practices with program resources
- Assist in ensuring legislated ratio’s are maintained.

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### Quality and risk

- Assist in leading practices and effective process governance
- Assist in providing support, guidance, to the team including feedback through Studio Leader.
- Undertake regular supervision and performance review with line manager, feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide the highest level of professional conduct in alignment with Uniting’s values.
- Responsible for the effective induction and orientation process for new families, children and educators, including workplace students and volunteers as directed.

### People and teams

Build positive relationships with all stakeholders (NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)

- Responsible for ensuring you work cooperatively, ethically and respectfully with other educators, and support each other’s professional development.
- Assist in ensuring that the team maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Establish and maintain links with the community, local networks, resource agencies, and other relevant organisations.

### Legal requirements & risk management

- Ensure all legal, and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

### 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.

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- 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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### 6. Performance indicators

#### Service Delivery

- Actively contributing to the rooms planning
- Service Delivery Learning cycles are visible in child’s documentation
- 100% of documentation for children aligned to Early Years Learning Framework Outcomes
- You have development plans in place
- Continuous improvement plans in place and regularly reviewed

#### Quality and Risk

- All relevant plans, implemented and regularly reviewed
- WHS plans actioned and promoted
- Work ethic aligns with NQS
- All food and hygiene standards meet regulatory requirements
- No child has an allergic reaction to known allergies or food sensitivities.
- All injury, medical or sickness interventions are authorised and recorded in appropriate registers at all times.

#### People Management

- No conflicts amongst team members, families and stakeholders

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### 7. Person specification

#### Qualifications

- AQF Advanced Diploma or Diploma in Children’s Services or relevant Degree or Early Childhood Education Qualification

#### Experience

- Desirable to have an understanding of “Reggio inspired practices”
- Desirable to hav a strong understanding of the child’s voice and the third teacher.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- Through understanding of the National Quality Standards, the Education and Care Services National Law Act 2010 and the Educational and Cares Services National Regulations 2011.
- A working knowledge and understanding of appropriate curriculum frameworks and the ability to work with a team of educators in the development and implementation of a high quality educational program that reflects the diverse nature of the Service.
- Ability to create stakeholder networks that support and contribute towards the ongoing success of the service.

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### 8. 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

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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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## 9. Acknowledgement

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

	Employee	Manager
Name:		
Signature:		
Date:		