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| **POSITION TITLE** | Diploma Qualified Educator | | | | |
| **POSITION OVERVIEW** | ADiploma Qualified Educator is responsible for contributing towards the delivery of quality care and education to children based on the Early Years Learning Framework. | | | | |
| **CLASSIFICATION** | CSA 3.4 | **SERVICE LINE | AREA** | CYFS, Children’s Services | | |
| **EMPLOYMENT TYPE** |  | | | | |
| **EMPLOYMENT STATUS** |  | | | **HOURS PER WEEK** | Variable |
| **LOCATION** | Woden Community Service Children’s Centres | | | | |
| **IMMEDIATE MANAGER** | Manager Children Centre | | | | |
| **INDUSTRIAL AGREEMENT** | Woden Community Services Inc.(Early Childhood Education & Care and School Age Care) Enterprise Agreement 2021 - 2023. | | | | |

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| **REPORTING RELATIONSHIPS** | | | |
| **NO OF DIRECT REPORTS** | nil | **NO OF INDIRECT REPORTS** | nil |

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| **KEY RELATIONSHIPS** | |
| **INTERNAL** | All Children’s Centre employees, Child Youth & Family employees |
| **EXTERNAL** | Families, Children, Local Community, Education Directorate staff (as needed) |
| **KEY ACCOUNTABILITIES** | |
| * Ensure the provision of a high quality program for all children by following the Early Years Learning Framework. * Take part in meeting all regulatory and legislative requirements and preparation for National Quality Assessments and Rating and the Quality Improvement Plan. * Ensure that confidentiality is maintained and privacy of parents, students, educators and children is respected at all times. * Perform specific tasks based on employee’s role in the room e.g. supervision of children, changing nappies, cleaning and others. * Ensure indoor and outdoor programs and goals, include routines and activities suitable to the needs and interests of the children by consulting children, other educators and families. * Develop group and individual learning stories, daily journals and children’s portfolios. * Ensure a multicultural and inclusive program is maintained at all times. * Utilise reflective practice in both programming and self evaluation. * Create caring***,*** stimulating and secure environments for the children, which are regularly evaluated. * Assist the Educational Leader to ensure compliance with the National Quality Framework and relevant documentation. * Communicate well both written and verbally with families as needed. * Ability to provide constructive feedback, guidance, and support to children, families and educators when required. * Provide a welcoming and professional environment for children, families and team members through the provision of consistent high quality care and education. * Facilitate both the setup and pack up of appropriate activities in an aesthetically pleasing manner. * Provide a welcoming and supporting environment for all children, families and educators. * Ensure all documentation is up to date and relevant and all concerns are given to management promptly and in writing. * Has the ability to adapt the environment and routines to support inclusive practices. * Participate in and contribute to the ongoing evaluation and quality improvement of the centre. * Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally, engaging in reflective practices. * Actively participate in staff/team meetings, organisational activities and various community events. * Understand responsibilities and roles and work in accordance in relation to Work Health and Safety, Mandatory Reporting, Emergency Procedures and other policies and procedures. * Apply workplace Diversity and Equity principles at all times. * Work in alignmentwith the WCS Purpose, Code of Conduct and demonstrate organisational Values, Vision and Behaviours. * Apply and work within the national principle for a child safe organisation | |

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| **EXPERIENCE & QUALIFICATIONS** | |
| **Essential** | * Diploma of Children’s Services. * A valid and up to date Working with Vulnerable person card ( WWVP Card) * A current First Aid Certificate HLTAID003 with Asthma and Anaphylaxis training * Advancedskills, knowledge and experience in early childhood development * Excellent comprehension of English. * ConsiderableExperience in documentation and planning in accordance to with the EYLF. * Reliable, punctual and mature attitude to work. * Demonstrated commitment to the Purpose, Vision and Values of Woden Community Service. * A willingness to continuously learn and further studies and education. * Developed communication and interpersonal skills, combined with pro-active hands-on attitude. |
| **Desirable** | * Demonstrated experience in working in the early childhood care and education sector. * Knowledge of the EYLF and National Quality Standards * Knowledge of the Assessment and Rating process. |
| **Other** |  |

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| **Document History** | **Original:** 1 June 2016 Revised: **08/08/2022** Version: v5 | | |
| **Employee’s signature** |  | **DATE** |  |
| **Manager’s signature** |  | **DATE** |  |