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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.
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| **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.
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| **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** |       |