

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Child Care Educator		
<b>POSITION OVERVIEW</b>	Educator, who is studying or has completed Certificate III in Children's Services, is responsible for contributing towards the delivery of quality care and education to children based on the Early Years Learning Framework approach.		
<b>CLASSIFICATION</b>	CSA Level 1 - 3	<b>SERVICE AREA</b>	Early Learning Centres
<b>EMPLOYMENT STATUS</b>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		<b>HOURS PER WEEK</b>
<b>LOCATION</b>	Woden Community Service Children's Centres		
<b>IMMEDIATE MANAGER</b>	Manager Children's Centre		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Nil
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	All Children's Centre employees, Child Youth & Family employees		
<b>EXTERNAL</b>	Families, Children, Local Community, Education Directorate staff (as needed)		
<b>KEY ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>▪ Apply National Principles for Child Safe Organisations, as applicable for the role.</li> <li>▪ Assist in delivering a high quality program for all children by following Early Years Learning Framework (ELYF).</li> <li>▪ Assist in meeting all regulatory and legislative requirements.</li> <li>▪ Perform specific tasks based on employee's role in the room e.g. supervision of children, changing nappies, cleaning, food preparation and others.</li> <li>▪ Assist with indoor and outdoor programs and goals, including routines and activities suitable to the needs and interests of the children by consulting children, other educators and families.</li> <li>▪ Assist team in ensuring the children are safe, secure and their individual needs are met at all times.</li> <li>▪ Assist team leader with observing and documentation for individual children.</li> <li>▪ Ensure that confidentiality is maintained and privacy of parents, students, educators and children is respected at all times.</li> <li>▪ Provide a welcoming, supportive and professional environment for children, families, and team members through the provision of consistent high quality education and care.</li> <li>▪ Provide regular communication of children and families feedback and information to the relevant team members.</li> <li>▪ Participate and contribute to the ongoing evaluation and quality improvement of the centre.</li> <li>▪ Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally.</li> </ul>			

- Actively participate in staff/team meetings, organisational activities and various community events.
- Engage in the ongoing improvement of own knowledge and skills through training and reflective practice.
- Understand responsibilities and roles and work in accordance with Mandatory Reporting, Emergency Procedures and other policies and procedures.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles

### EXPERIENCE & QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>▪ Is studying or has completed a Children's Services Certificate III and has worked in Children's Services.</li> <li>▪ Current first aid certificate in an education and care setting (including asthma and anaphylaxis)</li> <li>▪ Demonstrated skills, knowledge and experience in early childhood development.</li> <li>▪ Sound verbal, reading and written English skills.</li> <li>▪ Reliable, punctual and mature attitude to work.</li> <li>▪ Willingness to continuously learn, and undertake further studies and education.</li> <li>• Highly developed communication and interpersonal skills, combined with pro-active hands-on attitude.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>▪ At least one year of experience in working in an early childhood centre.</li> <li>• Knowledge of the EYLF and National Quality Standards.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate at all times commitment to WCS Purpose and Values, and follow the WCS Code of Conduct</li> <li>• Ongoing employment is subject to applicants providing a satisfactory Police check and Working with Vulnerable People check</li> </ul>

<b>Document History</b>	<b>Original:</b> 1 June 2016	<b>Revised:</b> 21 June 2022	<b>Version:</b> V9
<b>Employee's name</b>		<b>Signature</b>	<b>DATE</b>