

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Trainee Educator		
<b>POSITION OVERVIEW</b>	The trainee educator is responsible for helping to provide delivery of quality care and education to children based on the Early Years Learning Framework under the guidance of the Room Leader, Educational Leader and Centre Manager.		
<b>CLASSIFICATION</b>	CSA 1.1	<b>SERVICE LINE   AREA</b>	CYFS   Children's Services
<b>EMPLOYMENT TYPE</b>	<input type="checkbox"/> PERMANENT <input checked="" type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
<b>EMPLOYMENT STATUS</b>	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	<b>HOURS PER WEEK</b>	37.5
<b>LOCATION</b>	Multiple		
<b>IMMEDIATE MANAGER</b>	Service Manager		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023		

### REPORTING RELATIONSHIPS

<b>NO OF DIRECT REPORTS</b>	nil	<b>NO OF INDIRECT REPORTS</b>	nil
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### KEY RELATIONSHIPS

<b>INTERNAL</b>	All Children's Service employees, Child Youth & Family employees
<b>EXTERNAL</b>	Families, Children, Local Community, Education Directorate staff (as needed)

### KEY ACCOUNTABILITIES

- Assist in delivering the provision of a high quality program for all children by following the Early Years Learning Framework (EYLF) and National Quality Standard.
- Learning about and assist in meeting all regulatory and legislative requirements.
- Perform specific tasks based on employee's role in the room e.g. supervision of children, changing nappies, cleaning, food preparation and others.
- Assist team in ensuring the children are safe, secure and their individual needs are met at all times.
- Ensure that confidentiality is maintained and privacy of parents, students, educators and children is respected at all times.
- Participate 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.
- 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.
- Must be enrolled in and actively working towards completion of Certificate III in Early Childhood Education and Care under a traineeship arrangement.
- Understand responsibilities and roles and work in accordance in relation to Work Health and Safety, Mandatory Reporting or suspected child abuse and/or neglect, Emergency Procedures and other policies and procedures.

- Apply workplace Diversity and Equity principles at all times.
- Work as aligned with the WCS Purpose, Code of Conduct and demonstrate organisational Values and behaviours.
- Apply and work within the national principles for a child safe organisation.

### EXPERIENCE & QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>▪ Actively working towards a Certificate III in Early Childhood Education and Care under a traineeship arrangement</li> <li>▪ A desire to develop sound skills and knowledge in early childhood development.</li> <li>▪ Sound verbal, reading and written English skills.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of the EYLF and National Quality Standards</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ a satisfactory Police check</li> <li>▪ a current ACT Working with Vulnerable People (WWVP) registration</li> <li>▪ Demonstrate commitment to the Purpose and Values of Woden Community Service.</li> <li>▪ Willingness to continuously learn and further studies and education.</li> <li>▪ Reliable, punctual and mature attitude to work.</li> <li>▪ Developed communication and interpersonal skills, combined with pro-active hands-on attitude.</li> </ul>

<b>Document History</b>	<b>Original:</b> 2008	<b>Revised:</b> March 2023	<b>Version:</b> v3.1
<b>Employee's signature</b>		<b>DATE</b>	
<b>Manager's signature</b>		<b>DATE</b>	