

## POSITION DESCRIPTION

|                             |  |                            |                               |
|-----------------------------|--|----------------------------|-------------------------------|
| <b>POSITION TITLE</b>       | Assistant Educator   |                            |                               |
| <b>POSITION OVERVIEW</b>    | Educator who is enrolled and working towards Certificate III in Early Education and Care is responsible for contributing towards the delivery of quality care and education to children based on the Early Years Learning Framework. |                            |                               |
| <b>CLASSIFICATION</b>       | CSA 1.1-2.2  | <b>SERVICE LINE   AREA</b> | CYFS, Children's Services     |
| <b>EMPLOYMENT TYPE</b>      | <input type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input checked="" type="checkbox"/> CASUAL  |                            |                               |
| <b>EMPLOYMENT STATUS</b>    | <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME  |                            | <b>HOURS PER WEEK</b><br>37.5 |
| <b>LOCATION</b>             | All children's services  |                            |                               |
| <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 |
|-----------------------------|-----|-------------------------------|-----|

### KEY RELATIONSHIPS

|                 |  |
|-----------------|--|
| <b>INTERNAL</b> | All children's services staff  |
| <b>EXTERNAL</b> | Families, Children, Local Community, Education Directorate staff (as needed) |

### KEY ACCOUNTABILITIES

- Assist qualified educators in delivering the provision of a high-quality program for all children by following the Early Years Learning Framework and National Quality Standard.
- Assist with guidance from qualified staff in meeting all regulatory and legislative requirements.
- Perform specific tasks based on employee's role in the Service e.g. supervision of children, changing nappies, cleaning, food preparation and others as required.
- Observe and learn about the educational program planning implementation for children.
- Contribute and learn about ongoing critical reflection of pedagogical practice.
- Ensure the children are safe, secure and their individual needs are always met under guidance of qualified staff.
- Ensure that confidentiality is maintained, and privacy of children, parents, students and educators are respected at all times.
- Assist the team to provide a welcoming and professional environment for children, families and team members through the provision of consistent high-quality education and care.
- 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, completing studies and reflective practice.

- 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 as aligned with the WCS Purpose, Vision, 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>▪ Enrolled and working towards Certificate III in Early Education and Care.</li> <li>▪ Has a valid and up to date Working with Vulnerable person card (WWVP Card).</li> <li>▪ Strong verbal, reading and written English skills.</li> <li>▪ Reliable, punctual and mature attitude to work.</li> <br/> <li>▪ Demonstrated commitment to the Purpose, Vision and Values of Woden Community Service.</li> <li>▪ Willingness to continuously learn and further studies and education.</li> <li>▪ Developed communication and interpersonal skills, combined with pro-active hands-on attitude.</li> <li>▪</li> </ul> |
| <b>Desirable</b> | <ul style="list-style-type: none"> <li>▪ Demonstrated experience in working in early childhood.</li> <li>▪ Knowledge of the EYLF and National Quality Standards.</li> <li>▪ Has current First Aid Certificate and has participated in Asthma and Anaphylaxis training.</li> <li>▪ Demonstrated skills, knowledge, and experience in early childhood development.</li> </ul>  |
| <b>Other</b>     |  |

|                             |                       |                            |                    |
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| <b>Document History</b>     | <b>Original:</b> 2008 | <b>Revised:</b> April 2024 | <b>Version:</b> v5 |
| <b>Employee's signature</b> |                       | <b>DATE</b>                |                    |