

POSITION TITLE	Early Childhood Educator		
POSITION OVERVIEW	Educator who has completed Certificate III in Early Education and Care. Responsible for contributing towards the delivery of quality care and education to children based on the Early Years Learning Framework.		
CLASSIFICATION	CSE Level 3.1 - 3.3	SERVICE AREA	Children's Services
EMPLOYMENT STATUS	☒ Full time ☐ Part time ☐ Casual		HOURS PER WEEK 38
LOCATION	Lyons ELC		
IMMEDIATE MANAGER	Manager Lyons ELC and OSHC		
INDUSTRIAL AGREEMENT	Woden Community Service Limited Enterprise Agreement 2024		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	All Children's Service employees,		
EXTERNAL	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 and National Quality Standard. - Assist 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. - Assist in completing observations and documentation for individual children. - Participate in implementing the educational program for children. - Contribute to ongoing critical reflection of pedagogical practice. - Ensure the children are safe, secure and their individual needs are always met. - Ensure that confidentiality is maintained, and privacy of children, parents, students, and educators are respected at all times. - Participate and contribute to the ongoing evaluation and quality improvement of the Service. - 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. - Perform other duties as directed by the Manager.			

- 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.
- Apply National Principles for Child Safe Organisations, as applicable for the role.

EXPERIENCE & QUALIFICATIONS

Essential

- ACT Working with Vulnerable People registration.
- National Police Check.
- Certificate III in Early Education and Care.
- Has current First Aid Certificate and has participated in Asthma and Anaphylaxis training.
- Demonstrated skills, knowledge, and experience in early childhood development.
- Strong verbal, reading and written English skills.
- Reliable and punctual.
- Knowledge of the EYLF and National Quality Standards.

Desirable

- Demonstrated ability to work with limited supervision.

Other

- Ability to work outside normal business hours if required.
- Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.
- Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History

Original: 2008

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Employee's name

Signature

DATE