

Early Childhood Educator

Position

This position is within Child & Family. It is part of various team/s.

This position reports to the

Reporting line may vary depending on location and service size

This position does not have any direct reports This position may have direct reports, positions vary

This position has the following direct reports:

This position is designated Band 7 under the *Schedule of Authorities and Delegations*

This position is a budget holder This position has designated revenue targets

This position is an Aboriginal & Torres Strait Islander identified position

This position does require a working with children related clearance

Purpose

The purpose of this position is to provide a safe, nurturing environment, ensuring established educational programming that meet the individual needs of each child.

Focus

To achieve this purpose, the position holder would typically

- Create a safe, supportive, stimulating and educational environment for children.
- Deliver educational programming, seeking assistance from senior staff when unsure.
- Form positive relationships with children that foster their social, emotional and educational development.
- Provide feedback to senior staff regarding programming and the way children respond to existing programming to enable programming to better meet the needs of individuals and groups.
- Maintain positive, professional relationships with parents and families.
- Encourage families to be involved in the Centre and provide information regarding interests and needs that would support improved programming.
- Be aware of children's additional needs and requirements i.e. dietary, cultural, allergies etc seeking assistance from senior staff when unsure .
- Assist with the implementation of daily routines.
- Maintain supplies and equipment levels for the room and Centre.
- Implement infection control procedures and policies.
- Administer basic first aid or medication in compliance with policies and processes.
- Advise senior staff of any changes or concerns regarding children, their needs in terms of the daily program, wellbeing, their services, or other risks, as soon as possible.
- Document and create reports on client services using technology and paper based systems in a clear, logical, understandable and timely way, such as the creation of portfolios, day books, and parent communication, with the support of senior staff

Outcomes

When things are going well we would expect to see these outcomes:

- Children enjoy their experience at the Centre
- Children's experience at the Centre is aligned to positive social, emotional and educational outcomes
- Effective feedback is provided to staff regarding individual children to provide improved outcomes
- Services provided meet, and then exceed, accreditation standards

Relationships	We work collaboratively with others, however this position works close closely with:	
	Within The Benevolent Society: <ul style="list-style-type: none"> • Team Leader • Room Leader • Teachers • Other Educators 	Outside The Benevolent Society: <ul style="list-style-type: none"> • Children • Families and carers

Individual	To achieve the position purpose and outcomes the position holder will need to have:	
	<ul style="list-style-type: none"> • Certificate III in Children’s Services or similar • A general understanding of child protection issues, child development, and trauma • Ability to build strong client relationships based on trust • Ability to communicate effectively with children aged 0-5 • Ability to use technology based documentation systems • Ability to create clear, understandable client records • Ability to manage own time and competing priorities • Ability to work flexible hours, as sometime evening and weekend work will be required • Previous experience in a similar role is not essential but will aid success. 	

Travel	This position may require some flexibility in terms of travel or hours of work:	
	<ul style="list-style-type: none"> <input type="checkbox"/> Overnight travel/stays may be required <input type="checkbox"/> Some weekend work may be required <input checked="" type="checkbox"/> Some evening work may be required <input checked="" type="checkbox"/> Travel between office locations/regions may be required <input type="checkbox"/> Travel to consumers (varied locations) may be required <input type="checkbox"/> Use of own registered, insured motor vehicle for business purposes may be required <input checked="" type="checkbox"/> Use of TBS pool cars may be required <p>All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.</p>	

Context	Those with knowledge of this position say the things that might make your day are:	
	<ul style="list-style-type: none"> • Creating a safe and supportive environment for children where they can grow and develop • Supporting the development of attachment and relationship skills with peers and parents • Seeing children become resilient and confident • Having positive relationships with children and building quality relationships with parents • Understanding needs and interests of individual children and planning for them on a day to day basis 	
	Those with knowledge of this position say some key challenges you might experience are:	
	<ul style="list-style-type: none"> • Knowing different children and their routines • Balancing the needs of individual children with the needs and routines of the group • Having difficult conversations with parents and families • Managing time effectively 	

Approvals	Approver	Director, Human Resources	Date: 30 November 2016	Position Code: CFS033
	Review history	V1.0 Release		
	Advertising	Childcare worker, early education		
<p>This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.</p>				