

Early Childhood Education	Position Description – Early Childhood Educator
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SDN Children's Services - Position Description

Position Title: Early Childhood Educator
(Advanced Child Care Worker Qualified)

Section/Centre/Program: Early Childhood Education

Reports to: Centre Director or Room Leader

Date: March 2009

Primary Objective

Working as part of a team providing quality childcare services whilst observing the policies, procedures, values and philosophies of SDN Children's Services.

Selection Criteria

Knowledge Skills and Experience:

Essential

- Any of the following qualifications- Diploma of Children's Services (Centre Based Care), Diploma of Community Services (Children's Services), Diploma of Social Science (Child Studies), Associate Diploma of Social Science (Child Studies), Certificate of Child Care Studies, Certificated Mothercraft Nurse, Enrolled Nurse, Registered Nurse
- Current First Aid Certificate
- Computer skills
- Excellent oral and written communication skills

Desirable

- Experience in a similar role

Personal Qualities

- Initiative and capacity to work with minimal supervision
- Well organised and able to meet deadlines
- Effective time management skills
- Flexibility
- Ability to maintain confidentiality

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- Maintain a reasonable level of fitness to meet physical aspect of the role
- Willingness to learn about the organisation and work within the philosophy of SDN
- Ability to multi-task
- Demonstrates professionalism

Key accountabilities

Program Development and Room Coordination:

- Develop, plan and implement a quality child care and education programming in consultation with team
- May be responsible for the direction of other staff within the group, for which they have responsibility, including allocation of room duties
- Maintain & ensure appropriate communication strategies are being followed within the team

Relationships with children:

- Communicate positively and openly with children on an ongoing basis
- Promote & guide positive behaviour
- Collaborate with children about their interests
- Respect similarities and differences
- Support children in learning about the decision making process
- Identify and respond to babies / infants cues and needs
- Develop and maintain nurturing relationships
- Create a stimulating, positive and appropriate environment to foster and support development (physical, social, emotional, language, creative and cognitive)
- Create an environment which ensures trust and security and provides flexible routines and smooth transitions
- Provide physical care, assisting children in toileting, dressing and meal times
- Respond to the emotional needs of children
- Assist in the observation and evaluation of the children's development
- Assist in developing good nutritional practices for children
- Ensure that the dignity and rights of each child are maintained at all times
- Maintain up-to-date records for each child within the group
- Implement and maintain the principles of QI&AS

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Develop and maintain relationships with families and carers:

- Conduct relationships in a professional manner ensuring privacy and confidentiality is maintained; prepared and considered information is provided; opportunities for meaningful exchanges are maximised and problem solving occurs in an ethical and appropriate manner
- Ensure regular exchange of relevant centre based information

Challenges:

- To provide innovative, high quality programs for children accessing our service regardless of attendance patterns
- To meet the expectations of children and their families
- To promote and implement the principles and processes of the QI&AS
- To work effectively and efficiently within the team

Decision Making:

- The position has responsibility for making decisions on individual programming requirements of children. These decisions will be informed by discussions and consultation with their supervisor and/or Centre Director.

Key Communications/Interactions

Internally:

- With centre based staff daily on a range of internal matters
- With Early Childhood Advisor as required
- Children on a daily basis to meet their interests and needs
- Families and carers on a daily basis

Externally:

- Local community
- Students, visitors and tradesmen
- NSW Department of Community Services
- Federal Department of Family and Community Services
- Other Regulatory bodies as required

Work within a legal and ethical framework:

- Comply with SDN's policies and procedures



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- Understand and follow licensing, legislation and regulations relevant to sector, e.g. NSW centre based Children Services Regulations 2004 and QI&AS
- Follow Child Protection guidelines and understand own responsibilities as a mandatory reporter
- Work ethically in alignment with The Australian Early Childhood Association Code of Ethics
- Maintain and ensure confidentiality where appropriate

Participate in the work environment:

- Establish and maintain positive working relationships with colleagues which are fair, professional, supportive and respectful
- Reflect on and seek to develop own work performance
- Assist to implement daily routines
- Attend to incidental cleaning and housekeeping
- Attend meetings as requested
- Attend in-service on relevant Early Childhood topics
- Develop and implement the child care program in consultation with the team
- Assist with the planning, implementation and evaluation of the centres early childhood program reflecting SDN’s philosophy and goals
- Perform other duties specified by the Centre Director or Room Leader

Occupational Health and Safety:

- Responsible for personal health and safety
- Complies with SDN requirements in relation to OHS & Injury Management activities and responsibilities
- Identifies and reports OHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to Supervisor and OHS and Health & Safety Manager

Name:

Signed:

Date:
