



## Senior Educator (Diploma)

Reports to: Centre Director  
Service/Team: Children's Education and Care Centres  
Date: August 2020

### SDN Purpose and Values

SDN Children's Services (SDN) is a for-purpose, not for profit organisation that started in 1905. We're here to promote and enhance children's wellbeing, learning and development and we do that for children from birth to their transition to high school through early learning services, children's therapies and family support programs. We believe that every person and every living thing has inherent worth and is owed respect and care. We commit ourselves to being trustworthy and reliable, inclusive and respectful and creative and innovative.

SDN formally acknowledges the unique position of Aboriginal and Torres Strait Islander peoples as the First Australians and custodians of the land.

### Purpose of Service

SDN's Children's Education and Care Centres are dedicated to providing high-quality and inclusive education and care services to enhance the wellbeing of children, their families and communities. All children in the centres benefit from creative, child-focused curriculum developed by our early childhood educators and teachers.

### Primary Objective

To work as part of a team which provides high quality early childhood education and care to children and to plan and support the implementation of an approved learning framework.

### Key Accountabilities

#### Service Delivery

- Engage in the development, delivery and evaluation of a quality early learning program for children enrolled in the Centre, ensuring individual children's strengths, interests and needs are identified and their learning enhanced.
- Implement the Early Years Learning Framework (EYLF) and ensure that the service maintains operating standards as outlined in the National Quality Standards, continually working towards achieving a high quality rating.



- Monitor and document children's development and progress through a diverse range of methods that reflect the principles of the Early Years Learning Framework.
- Understand and follow licensing, legislation and regulations relevant to the sector
- Create a stimulating, positive and developmentally appropriate environment to foster and support all facets of child development (physical, social, emotional, language, creative and cognitive).
- Develop and maintain nurturing relationships and respond to the emotional needs of children and ensure that the dignity and rights of each child are maintained at all times.
- Assist in developing good nutritional practices for children
- Provide physical care, assisting children in toileting, dressing and meal times
- Implement processes that support consultation with children and families.
- Engage in planning and reflection whilst in any allocated room.
- Support and advocate for children and family participation in the community.
- Ensure regular exchange of relevant centre based information.
- Develop and maintain effective communication and professional relationships with children, families, preschool and child care service staff, critical stakeholders and regulatory agencies
- Conduct relationships in a professional manner ensuring privacy and confidentiality is maintained
- Perform any other duties as requested by your manager consistent with the position.

### Working Relationships

- Model good working relationship behaviours
- Understand and comply with SDN policy on good working relationships
- Zero tolerance for discrimination, harassment, victimisation, bullying or other inappropriate workplace behaviours
- Report incidents of discrimination, harassment, victimisation, bullying or other inappropriate workplace behaviours

### Child Safety

- Uphold the rights of children and young people and empower their participation and ability to contribute to decisions about their safety
- Ensure SDN's child safe culture is promoted to all stakeholders (fellow staff, children, young people, families and the broader community)
- Demonstrated awareness of and commitment to maintaining a child safe organisational culture
- Accept and maintain responsibility for the ongoing safety and wellbeing of children and vulnerable people
- Identify and respond to all child safety and wellbeing risks and concerns according to SDN's policies and procedures
- Adhere to SDN's Child Safe Organisation Code of Conduct.

### Work, Health and Safety

- Responsible for personal health and safety
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities
- Identifies and reports WHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to RTW/WHS Consultant.

## Selection Criteria

- Diploma of Early Childhood Education and Care
- Demonstrated knowledge and experience of the Early Years Learning Framework
- Demonstrated knowledge and application of the National Quality Standards
- Working with Children Check (NSW) / Working with Vulnerable People Check (ACT)
- Sound understanding of the development of children, their health, hygiene and nutritional needs
- Current Senior First Aid Certificate
- Asthma and Anaphylaxis certificates (preferable)
- Excellent verbal and written communication skills
- Experience in a similar role
- Understanding of Child Protection legislation and holds an approved and current Child Protection Training qualification.

## Competencies

### Level 2

#### Championing SDN

- Regularly checks how their work fits with the relevant aspects of the vision of SDN.

#### Achieving Results

- Researches and investigates information helping the team to make the right decision.
- Identifies potential opportunities and issues and raises them accordingly.

#### Developing Self

- Demonstrates a high level of self-awareness, understanding how they come across and their impact on others.

#### Seeking, accepting and giving feedback

- Uses feedback to evaluate the impact of actions, seeking to understand what is working well/less well in their approach.

#### Communicating and influencing

- Communicates upwardly with confidence and authority and positively influences internal colleagues.

#### Relationship Management

- Acts as a conduit of knowledge and processes.
- Proactive in spotting when others in the team might need support.

#### Prioritising, planning and organising

- Manages multiple tasks, with conflicting deadlines effectively.

#### Innovating, adapting to and managing change

- Champions and facilitates operational change and suggests useful changes to improve the way tasks and activities are approached.

#### Managing, empowering, and developing others

- Efficiently balances responsibilities for completion of tasks between themselves and others.



## Providing strategic direction and vision

- Understands and can interpret the principles of SDN's strategic direction and vision.

## IT and Systems

- Intermediate – high competence in Microsoft packages and role related systems.

## Outputs

- Support the inclusion of children in the allocated room
- Implement weekly educational programs
- Conduct regular child observations ensuring:
  - each child's current ideas, culture, abilities and interests are consistently incorporated and actively drive all aspects of the program
  - assessment of each child's learning and development is part of an ongoing cycle of planning, documenting and evaluation
  - the documentation about each child's learning and progress is available in an accessible format and opportunities are provided for discussion with families
  - families are offered a range of opportunities to be actively involved and are encouraged to contribute to the program.
- Adheres to legislation and SDN policies and procedures as a mandatory reporter and all possible reportable conducts are reported to the SDN Reporter Line immediately
- Communicate with families regularly during daily drop off or pick up
- Contribute to the QIP in accordance with the National Quality Framework daily
- Zonal supervision in the allocated room is maintained at all times
- Support the team to liaise with external agencies to support children (including child protection, external therapists, ISA)
- Actively contribute to team meetings in a respectful manner and provide timely feedback to colleagues and Centre Director
- All incidents, near misses and hazards are reported within 48 hours and participate in WHS inspections, risk assessments and emergency drills

## Acknowledgment

Employee Name (please print)

Signature of Employee

Date signed

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Manager Name (please print)

Signature of Manager

Date signed

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