



## Educator (Cert III)

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 support the implementation of an approved learning framework.

### Key Accountabilities

#### Service Delivery

- Develop and maintain nurturing relationships and communicate positively and openly with children on an ongoing basis
- Promote and guide positive behaviour
- Collaborate with children about their interests and support children in learning about the decision making process



- 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 and identify and respond to babies / infants cues and needs
- 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
- Assist in the management of a group or groups of children
- Implement and maintain the elements of National Quality Standards (NQS) including National Regulations, Law and EYLF
- Ensure regular exchange of relevant centre based information
- Undertake responsibilities as a Responsible Person as per the Responsible Person policy and procedure (if required)
- 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

- Certificate III in Early Childhood Education and Care

- Current Working with Children's Check (NSW) or Working with Vulnerable People Card (ACT)
- Knowledge of the National Quality Standards
- Knowledge of the Early Years Learning Framework
- Experience in a similar role
- Excellent verbal and written communication skills
- Current Senior First Aid Certificate
- Asthma and Anaphylaxis certificates (preferable)
- Excellent relationship building skills
- Understanding of Child Protection legislation and holds an approved and current Child Protection Training qualification.

## Competencies

### Level 1

#### Championing SDN

- Can describe the SDN mission, values, vision and goals.

#### Achieving Results

- Efficiently resolves queries.
- Provides correct information to the team to help them to make the right decisions.

#### Developing Self

- Shows respect humility and discretion in working with others.

#### Seeking, accepting and giving feedback

- Receptive to feedback given to them, responding positively and constructively.

#### Communicating and influencing

- Uses a professional tone which is open, responsive and flexible.

#### Relationship Management

- Identifies how to work most effectively with others.
- Seeks and welcomes relevant input from others.

#### Prioritising, planning and organising

- Prioritises day to day tasks to meet own and team's objectives most efficiently.

#### Innovating, adapting to and managing change

- Open to new ideas and ways of working.

#### Managing, empowering, and developing others

- Provides administrative processes to enhance efficiency and cohesion in the team.

#### Providing strategic direction and vision

- Awareness of SDN's strategic plan and vision and has an understanding of the direction of SDN.

#### IT and Systems

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

## Outputs

- Assist in supporting the inclusion of children in the allocated room
- Implement weekly educational programs
- Assist in conducting 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 all families regularly during daily drop off or pick up
- Support the implementation of 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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