

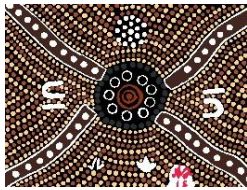
# POSITION DESCRIPTION

*Job Title: Early Childhood Educator*

*Award: VECTEA 2020*



Enriching children's lives through learning



ECKA acknowledges Wadawurrung and Dja Dja Wurrung as the Traditional Owners of the lands, water and resources of the countries that ECKA reside upon. We say thank you for sharing your connections and pay respects to their elders of the past, present and emerging. ECKA pays respect to the central place in education that Aboriginal cultural holds and says thank you.



## Organisational Environment

The Eureka Community Kindergarten Association Inc. (ECKA) is a not-for-profit Early Years Management (EYM) organisation committed to providing leadership and management to community based early childhood education and care services; delivering quality education and care services for children in their early years; and, working in partnership to identify, develop, and deliver services that meet the needs of families and communities.

### OUR PURPOSE

Enriching children's lives through learning

### OUR VALUES

**RESPECT** Holding ourselves and others in high esteem and regard. Exhibiting care, concern and consideration for the needs and feelings of others and valuing the qualities and experiences that each person brings to enrich our early years services.

**COMPASSION** Allowing ourselves to be moved by the suffering and experiences of others and be motivated to help alleviate and prevent suffering through exhibiting care, comfort, acceptance and inclusiveness in our early years' services.

**COURAGE** Having the desire and strength to face fear and challenges, dealing with anything recognised as difficult, or painful, instead of withdrawing from it, to ensure our teaching, learning and actions achieve our goals and mission to deliver high quality early years' services.

**COLLABORATION** Bringing people together with a common purpose to be transformational, responsive to community needs, guided by clear goals, values and mission to deliver high quality early years services.

**All ECKA employees, whether in Educational or administration roles, are expected to share and support ECKA's Purpose and Values.**

## Statement of Commitment to Child Safety

***ECKA's purpose, Enriching children's lives through learning***, can only be achieved where children are in education and care environments that are safe, welcoming and inclusive for children and their families; and ensure that children's health safety and wellbeing is protected at all times. Importantly, children must not only be safe but also feel safe. The welfare of children in ECKA services is at all times our priority and ECKA has a zero tolerance to child abuse.

ECKA operates under a range of legislative, policy and procedural requirements that prioritise the safety of children as paramount at all times, and these are available on the ECKA website, ECKA office, and ECKA Services

ECKA encourages all children, families, employees and others involved with ECKA services to participate in regular evaluation and review of policies and practices, or at any time provide feedback, anonymously if desired, via the ECKA website, ECKA office or ECKA service. At all times, any complaints or concerns about child safety will be treated with the highest priority.

### **Statement of Commitment**

ECKA:

- is committed to the rights of all children to feel safe, and be safe at all times, including:
  - promoting the cultural safety of Aboriginal children
  - promoting the cultural safety of children from culturally and linguistically diverse backgrounds
  - promoting the safety of children with a disability
  - promoting the safety of trans and gender diverse children and their families in ECEC settings
  - ensuring that LGBTIQ+ children and families feel included
- values, respects and cares for children
- empowers children's voices by fostering opportunities for each child to participate, express their views, and to learn and develop
- always acts in the best interests of each child and has zero tolerance of child abuse
- takes all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development
- actively manages the risks of abuse or harm to each child, including fulfilling our duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- continuously improves the way our service identifies risks of and responds to child abuse, and encourages reporting and improved responses to allegations of abuse.
- proactively sharing information with relevant authorities to promote the wellbeing and/or safety of a child or a group of children, consistent with their best interests

### **ECKA is committed to:**

- The Provision of high-quality education and care services that enhance the learning and development of all children
- Advocating for children and the early education and care sector- being an influential voice for high quality early years services
- Planning and partnering for effective, sustainable and supported early years services both now and in the future.

### **Organisation Relationship**

- Accountable for all employment matters to ECKA Management staff, (CEO and OM) who represent the ECKA Board of Management. (See Organisational Chart below)
- Work collaboratively with the Service Early Education Advisor, Nominated Supervisor and Teachers to ensure the program provided reflects the service philosophy, ECKA's Purpose and Values

## General Responsibilities, Duties & Authority

- 1.1 Must be aware of and operate under the requirements of the Education and Care Services National Law Act 2010 and Regulations and Child safe Standards at all times.
- 1.2 Inform the Service Leader (Nominated Supervisor), and the ECKA CEO or Operations Manager, if concerned that the Education and Care Services National Law Act 2010 and Regulations, or Child Safe Standards are not being met.
- 1.3 Fulfil the requirements of the position of Designated Supervisor in day-to-day charge if required and in accordance with the requirements of the Regulations.
- 1.4 Act in accordance with the authority delegated by ECKA, in dealing with situations of an urgent nature that require immediate action, in order for the service to comply with the National Law and Regulations, Child Safe Standards, and Workplace Health and Safety (WHS).
- 1.5 The Educator has the authority to take such action as is necessary to ensure the health and safety of children and their families are maintained with the service and on approved activities outside the services
- 1.6 Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- 1.7 Work in accordance with the standards outlined in the Early Childhood Australia (ECA) Code of Ethics and the ECKA Code of conduct.
- 1.8 Other duties as delegated or directed by ECKA.

## Specific Responsibilities

### 2.1 Children

- 2.1.1 In consultation with the Teacher, assist with the development, of an educational program that is appropriate to the individual developmental needs and interests of each child. The program will be based on an approved curriculum framework, that reflects the service's philosophy, QIP and policies, the needs of the community, and be culturally appropriate.
- 2.1.2 In partnership with the Teacher, assist with the development, recording and maintenance of specific objectives for individual children based on critical reflection and regular written observations (Qty- as directed by the teacher) across all aspects of the child's development and share this information with parents as appropriate.
- 2.1.3 Attend to the physical, social and emotional needs of the children as required.
- 2.1.4 Work with all staff to ensure that children are adequately supervised at all times, and every reasonable precaution is taken to protect them from any hazard.
- 2.1.5 Ensure provision of a healthy, safe and welcoming environment for the children and families attending the service.

### 2.2 Staff

- 2.2.1 As part of a team, facilitate effective communication and assist in the day-to-day supervision of relevant staff/volunteers performing duties in the program.
- 2.2.2 Participate in professional development and in-service programs within normal paid hours of work or additional paid hours of work, as approved or requested by ECKA.
- 2.2.3 Ensure that any overtime is approved in advance, by the ECKA Operations Manager (excluding late pick up of children as per the Delivery and Collection of Children Policy)
- 2.2.4 Attend staff or program meetings within the rostered hours, or as paid overtime hours, as directed by the Service Leader, Teacher or ECKA.

- 2.2.5 Participate in the Performance Management System.
- 2.2.6 Ensure correct Occupational Health and Safety (OHS) procedures are followed at all times, and any incidents, hazards, or near misses are reported in accordance with workplace incident, injury and hazard reporting.
- 2.2.7 Keep abreast of current issues relating to the provision of children's services and liaise with relevant early childhood services and other professional services and organisations within the community
- 2.2.8 Share housekeeping tasks of preparation, packing up, hygiene, cleaning duties including - children's toilets, and safety related to the program, with other staff.
- 2.2.9 Assist with the Induction of new staff

### **2.3 Parents / Guardians**

- 2.3.1 Maintain confidentiality on all issues relating to children and families and comply with the ECKA Privacy Policy.
- 2.3.2 Ensure all information that is conveyed to the educator by the parent/s is passed on to the teacher as soon as practical.
- 2.3.3 In collaboration with the Teacher, assist in the orientation of new families to the service and support the Teacher as required to provide communication to parents/guardians.

### **2.4 ECKA Management**

- 2.4.1 Work in a co-operative manner with ECKA management, ensuring open communication on all issues pertaining to employment, management, finances – ensuring operation with the service budget- program and regulatory requirements of the service
- 2.4.2 Support ECKA's role as Approved Provider of the service, including the provision of relevant information to ensure the service meets all regulatory and funding requirements. Provide necessary information, within agreed time lines, for the completion of all relevant program related reports and data collections as required by ECKA
- 2.4.3 Act professionally towards resolution of any conflict that may arise and follow ECKA Standard Operating Procedure - Resolution of Workplace Disputes.
- 2.4.4 Report to ECKA management on urgent and ongoing maintenance or non-compliance concerns at the service
- 2.4.5 Must provide ECKA management with reasonable notice of any absence from work prior to commencement of normal rostered hours and/or absence from any planned professional development.

## Essential Skills & Competencies

### 3.1 Specialist Skills & Knowledge

- Have an understanding and knowledge of early childhood development and education relevant to the level of qualification
- Have a sound understanding and knowledge of legislation governing the operation of children's services
- Ability to assist the Teacher with the development, documentation and implementation of a high quality, developmentally appropriate education program for kindergarten children.
- An ability to plan, reflect, work and manage time effectively with minimal supervision
- Ability to use online documentation and planning tools
- Role model best practice examples, as detailed in the National Quality Framework.

### 3.2 Interpersonal Skills

- Excellent interpersonal and communication skills to work cooperatively, flexibly and professionally with children, staff, parents, staff, other professionals and ECKA.
- Well-developed self-motivation skills and initiative.
- An ability to ensure confidentiality of information.

### 3.3 Physical Requirements of the Position

**Location of work:** This position will require working in the following environments:

Environment	Nil	Light	Average	Constantly
Indoor (office)			X	
Indoor (kindergarten room)				X
Outside				X

**Physical activities:** This position requires a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly
Standing				X
Sitting			X	
Bending				X
Walking				X
Working at Low levels:				
• Kneeling				X
• Crouching / Squatting				X
Repetitive hand work		X		
Heavy lifting (>15kg)		X		
Running /Rapid Response			X	

If there are any pre-existing injuries and/ or illness suffered by you which:

- **COULD** be affected by the nature of your proposed job; or
- Will require ECKA to make special allowance for or provide additional facilities or equipment to assist you please ensure you complete the Medical Conditions Disclosure form as part of your induction.



### 3.4 Essential Requirements

- Qualifications suitable for an early childhood Educator under the Education and Care Services National Law, Education and Care Services National Regulations and the DET Kindergarten Funding Guide
- Hold a current Working with Children's Check (WWCC) and continue to renew/maintain this registration during the course of employment.
- Sound knowledge of the Education and Care Services National Law Act 2010, the Education and Care Services Regulations 2011, and ECKA Policies.
- Hold and maintain an approved:
  - First aid qualification (012), including; Annual CPR qualification (009)
  - Emergency asthma management training
  - Management of anaphylaxis training;
  - Annual *Protecting Children: Mandatory reporting and other obligations* e-learning
  - Other Training as required e.g. Epilepsy

in accordance with the National Regulations and service policies

## ECKA Organisational Chart – Early Childhood Educator

