

## Job Description: Diploma Educator

**Position:** Diploma Educator

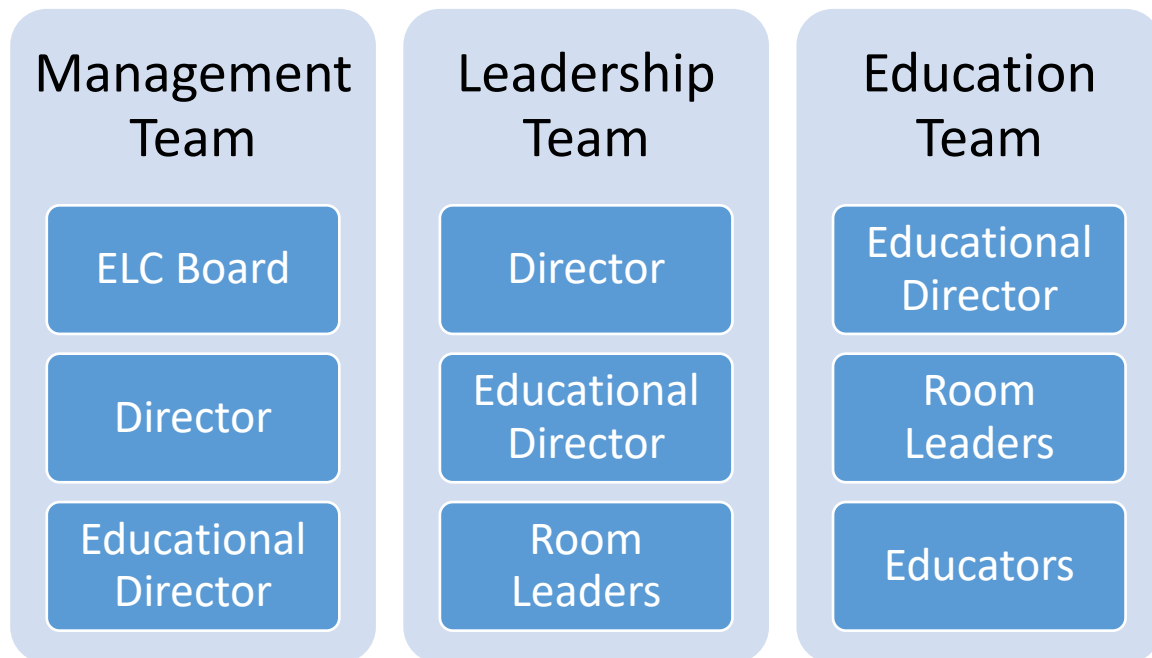
**Service Details:** Canning Bridge Early Learning Centre, 113 Robert St Como WA 6152

**Reports to:** The Committee of Management, Service Director, Nominated Supervisor, Diploma Staff, Room Leader

**Supervises:** May assist with visiting students in conjunction with qualified staff

**Salary and Conditions:** As per Children's Services Award 2010

### Organisation Structure:



### The Service

Canning Bridge ELC is a trading name of The Bridge Organisation Inc. (The Bridge). The Bridge is an incorporated body created as a service of Como Baptist Church. The purpose of The Bridge is to minister and care for individuals and families within the community through the provision of educational, environmental and social services and projects. The objectives of The Bridge are to

- Minister and care for welfare of individuals and families in the community with the practical love of God.

- Inspire people within the church and the community to use their gifts in service for a local need
- Be actively going to families with the life and teaching of Jesus, through recreational and social interaction
- Be a living example of the integrity of Jesus, stewarding the resources that God has provided

Canning Bridge ELC is accessible by all and is a Long Day Care, operating 51 weeks of the year 7am to 6pm.

### **Position Summary:**

As an educator, you are expected to be an active team member of a team which provides high quality early childhood education and care to children. This includes

- Developing strong relationships with children at the service;
- Developing strong relationships that support and partner with families and the community;
- Implementing the policies and associated procedures of the organisation at all times;
- Upholding the organisations purpose and objectives at all times; and
- Working with other staff towards continuous improvement in all areas of the service's operations.

### **Duty Statements:**

- Work with staff members to ensure the smooth operation of the day to day running of the centre in accordance to Canning Bridge ELC policies and procedures (which you must be familiar with).
- Contribute to and assist in the development and/or evaluation of the programme (it doesn't matter what qualification you have, it's important for all staff to share their thoughts and ideas on the programme, this includes the writing of learning stories, observations and reflections).
- Assist in the daily routine of appropriate early childhood education and experiences.
- Assist in running activities and or programs.
- Supervise and engage in the activities.
- Positively interact with all children, nurturing their confidence and self-esteem giving each child individual attention and comfort throughout the day.
- Assist in planning for the ongoing development of each individual child (this also includes maintaining up to date observations and portfolios for the child and ideas for extensions of learning).
- Assist in the recording of children's development.
- Assist in implementing a consistent daily routine for the children (routine does provides structure and guidance for the children).

Last updated September 2016

- Participate in supervising indoor/outdoor environments to provide safety for the children at all times.
- Ensure a clean and healthy environment for all children (this requires you to do every day cleaning as part of your duties).
- Communicate with parents as delegated by the room supervisor or Director (talk to the parents about what their child has done throughout the day).
- Perform incidental administrative duties (filling out accident/incident reports when necessary).
- Attend to incidental cleaning and housekeeping associated with the individual and group activities, experiences and routines (this is a big part of occupational, health and safety).
- As requested attend parent/staff meetings (staff meetings are held once every two months, usually after work hours).
- As required carry out other duties that are within the knowledge, skills and capabilities of you as the worker.

### **Selection Criteria:**

#### Essential

- A Diploma or higher in accordance with the Educational and Care Services National Law Act 2010 or working towards.
- Current Working with Children's Check
- Current First Aid certificate accepted by ACEQA or a willingness to obtain
- Current Asthma and Anaphylaxis management training accepted by ACEQA or a willingness to obtain
- Knowledge of the National Quality Framework and National Quality Standards
- A working knowledge of the Early Years Learning Framework and a demonstrated ability to support diploma qualified colleagues and early childhood teacher colleagues in development, implementation and evaluation of a high quality educational program that reflects the diverse nature of the centre, local and wider community
- A working knowledge and understanding of the developmental needs of children aged zero to five, including children with special needs
- Demonstrated ability to participate as an active member of a team and ability to work autonomously, demonstrating time management skills.
- High level of interpersonal and communication skills with children and families and the ability to maintain confidentiality

#### Desired

- Demonstrated experience in the education and care of children ages zero to five
- Demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs

- Demonstrated experience in building partnerships with families

### **Performance Monitoring**

An initial review of performance will be undertaken within three months and then formally reviewed every twelve months based upon this position description.

### **Key Responsibilities and Duties**

All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the Early Years Learning Framework, and the NQF Quality Areas, Standards and Elements. All educators are expected to have a working knowledge of these documents, which should underpin their pedagogy and together with the centres purpose and objectives, directly reflect their relationships with children, families and co-educators.

- 1. Plan and implement a quality educational program** (NQS Quality Area 1: Educational program and practice)
  - 1.1. Assist in the planning, implementation, assessment and review of a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
  - 1.2. Actively support every child to participate in the program and assist in ensuring that the program promotes children's agency, choices and influence.
  - 1.3. Assist in the documentation of children's learning in accordance with the services purpose and the learning outcomes (EYLF).
  - 1.4. Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
- 2. Promote the health and safety of all staff and children** (NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)
  - 2.1. Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.
  - 2.2. Ensure that all children have access to nutritious food and fresh drinking water.
  - 2.3. Assist in the promotion of health, wellbeing and physical exercise in the services.
  - 2.4. Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.
- 3. Build positive relationships with all stakeholders** (NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)
  - 3.1. Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
  - 3.2. Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.

- 3.3. Assist with the supervision of workplace students and volunteers.
- 3.4. Assist with an effective induction and orientation process for new families, children and staff, including workplace students and volunteers.
4. **Contribute to the effective management of the service** (NQS Quality Area 7: Leadership and service management)
  - 4.1. Ensure all practices are in accordance with the NQS and reflect the purpose, policies and procedures of the services.
  - 4.2. Attend professional development opportunities as appropriate or as directed by the director/coordinator.
  - 4.3. Contribute to the continuous improvement of the service through reflective practice and as directed by the director/coordinator and educational leader.
  - 4.4. Assist in the completion of any collection of data, medical or other records required in a timely manner and in accordance with the service's policies and procedures and the NQS.

Application for Employment	
Position Applying For:	

### Personal Information

Full Name:		Tel No:	
Address:		Email:	
<i>Please attach a statement addressing each of the selection criteria</i>			

### Skills

<i>List any special skills you have relevant to the position you are applying for:</i>

### Education

<i>List any education or training you have received relevant to the position you are applying for:</i>		
Qualification	Accrediting Institution	Year Awarded

## Employment History

<i>List your work experience beginning with the most recent or current position.</i>			
Dates	Employer	Position Held	Major Duties

## Volunteer Experience

<i>List any volunteer work experience beginning with the most recent or current position.</i>			
Dates	For whom	Position Held	Major Duties

## Other Relevant Information

<i>Is there any other information you wish to add that you believe is pertinent or will be useful in evaluating you application (optional)?</i>

## Statements Addressing the Selection Criteria

*Please provide short responses to the following selection criteria outlining how you meet the criteria.*

### Essential

A Certificate III in Children's Services or higher in accordance with the Educational and Care Services National Law Act 2010 or working towards.

Current Working with Children's Check

Current First Aid certificate accepted by ACEQA or a willingness to obtain

Current Asthma and Anaphylaxis management training accepted by ACEQA or a willingness to obtain



Knowledge of the National Quality Framework

A working knowledge of the Early Years Learning Framework and a demonstrated ability to support diploma qualified colleagues and early childhood teacher colleagues in development, implementation and evaluation of a high quality educational program that reflects the diverse nature of the centre, local and wider community

A working knowledge and understanding of the developmental needs of children aged zero to five, including children with special needs

Demonstrated ability to participate as an active member of a team and ability to work autonomously, demonstrating time management skills.

High level of interpersonal and communication skills with children and families and the ability to maintain confidentiality

**Desired**

Demonstrated experience in the education and care of children ages zero to five

Demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs

Demonstrated experience in building partnerships with families

## Referees

*Please provide the contact details for three people willing to be a referee. At least one should be from a place of employment. Please check with your referees prior to listing them, and provide the most suitable contact details.*

Name	Relationship	Contact details

## Declaration

I hereby certify and represent that all information contained in this application is correct and complete to the best of my knowledge, and understand that material misrepresentation or omission of fact as to any information on this application is grounds for disqualification from further consideration for employment or later dismissal from employment if I have been employed before such information was discovered.

I have read the information contained in the Application Pack and I understand that my submitting this application I am indicating my agreement with the purposes of The Bridge Organisation Inc.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Application Process Information

1. Application to be received by admin and 'graded' against the Application Checklist.
2. Application along with admin notes forwarded to Selection Panel
3. Selection Panel review the application and 'grade' against the Application Process Checklist.
4. If application is to proceed to interview, a letter/call sent out to arrange, if the application is not to proceed to interview a letter of decline sent.
5. Interview arranged and undertaken
6. Panel discussion re: applicant and interview
7. Panel decision re: applicant
8. Applicant informed of outcome.

## Application Checklist

- Application Pack : everything received
- Read the relevant position description and asked clarifying questions
- Read the Application Process and asked clarifying questions
- Read the Fair Work Information Statement and asked clarifying questions
- Statement addressing Selection Criteria
- Confirmed details with referees
- Attached any additional information required
- Signed and completed application package
- Copy of Working with Children card
- Copy of Qualification/s
- Copy of First Aid, Asthma, Anaphylaxis training certificate/s if held
- Copy of Supervisor Certificate if held