



## Position Description - Educator Certificate III

### BACKGROUND

Golden Square Kindergarten has been a community kindergarten for 60 years. We operate under a Committee of Management that consists of parents and several community representatives from IT, Education and a Liaison person for the Educators.

Recently we were able to extend our building to have a second room and we can now provide education for up to 177 three and four-year-old children. Our program has extended hours available for both three and four-year-old children (7.30-6.00- 2 days a week). Currently we employ 6 ECT's, 12 cert 3 or diploma qualified supporting educators. We also may have KIS funding support staff from time to time. Our staff also consists of an administrator, cleaner and gardener.

### STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

### POSITION OBJECTIVE

- Assist with the development and provision of a quality, developmentally appropriate program for the children. This program is to be developed in consultation with the committee, the parents of children attending and the early childhood teacher/AGL in charge of the program and be responsive to the needs of the community.
- Work cooperatively as a member of a team to provide a developmentally appropriate program.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Education and Care Services National Law Act 2010 (National Law), Education and Care Services National Regulations 2011 (Regulations), relevant curriculum framework, Quality Improvement Plan and policies and procedures of the service.

### ORGANISATIONAL RELATIONSHIPS

The educator is responsible to the early childhood teacher on a day-to-day basis for assisting in the implementation of the program and is accountable to the committee of management (employer).

### RESPONSIBILITIES AND DUTIES

#### General responsibilities

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45 Panton Street, Golden Square 3555



- Be responsible to the committee, in partnership with the early childhood teacher, for planning and delivering developmentally appropriate programs for the children in the group/s in which they are working.
- Act in accordance with the authority delegated by the committee, 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 and OHS.
- Assist in ensuring the program operates within the requirements of the Regulations, the Act, the Quality Improvement Plan and policies and procedures of the service.
- Respect the confidentiality of information relating to parents and children and comply with the service's privacy policy.
- Be responsible for sharing the housekeeping tasks of preparation, hygiene, safety and packing away with other staff related to the program.
- Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- Work cooperatively with the committee of management (employer) and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures
- Other duties as directed by the Leading Educator.

## **Specific responsibilities**

### Children

- Assist in the planning and implementation, in consultation with the early childhood teacher, parents and other educators, of culturally rich and welcoming learning environments and activities which are appropriate to the developmental needs and interests of all children including the provision of an accessible and inclusive program for children with a disability.
- Assist in developing, recording and maintaining, in partnership with the early childhood teacher, specific records of individual children.
- Assist in the provision of a safe, healthy and welcoming environment
- Working with all staff to ensure that children are adequately supervised at all times

### Parents/volunteers

- Assist in the orientation of new families to the service
- Support the participation of parents in the program.

### Staff

- 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 for which the educator is working.
- Participate in regular performance reviews
- Ensure Child Safe Standards are followed at all times.
- Participate in discussions with relevant early childhood support services and other professional services and organisations within the community as required.
- Attend staff meetings, within rostered hours of work as directed by the early childhood teacher

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The educator is directly accountable to the committee. Daily duties will be directed by the early childhood teacher.

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- 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 within the service and on approved activities outside the service

## **SELECTION CRITERIA:**

### **ESSENTIAL SKILLS AND COMPETENCIES**

#### **Specialist skills and knowledge**

- An understanding and knowledge of early childhood development relevant to their level of qualification and position
- Ability to assist in the provision of a developmentally appropriate program for the children; in partnership with the early childhood teacher and parents
- An ability to plan, reflect, work and manage time effectively with minimal supervision.
- Reasonable knowledge and understanding of the National Law and Regulations

#### **Interpersonal skills**

- Excellent interpersonal skills and an ability to communicate effectively with staff, parents and professionals.
- Work in a cooperative, flexible and professional manner with children, parents, staff, other professionals and the committee.
- Well-developed self-motivation skills and initiative.

#### **Essential requirements**

- Hold and provide a copy of an approved Certificate 111 Early Childhood Education qualification or equivalent pursuant to the National Law and Regulations
- Hold and provide a copy of a current Working with Children Check or VIT.
- Hold and maintain an approved: (or willing to undertake training)
  - first aid qualification
  - emergency asthma management qualification
  - management of anaphylaxis qualification

in accordance with the Education and Care Services National Regulations and service policies (copies of certificates required)

Referees: 2 referee contacts are required (phone and email required)

NB: Due to the tight time constraints please ensure that your referees are contactable.

#### **FURTHER INFORMATION:**

**Applications addressing the Selection Criteria and including the names and contact details of 2 referees.**

**Email your application to: [admin@goldensquarekindergarten.com.au](mailto:admin@goldensquarekindergarten.com.au)**

**Subject Line: Application C3 Position**