



bestchance is the operating name of Child & Family Care Network Inc.

Position Description for Early Childhood Educator

Position details	
Position title:	Early Childhood Educator <input type="radio"/> Certified Supervisor Yes / No
Reports to:	Early Years Advisor
Location:	bestchance Early Years Managed Kindergarten
Program:	Early Years Management
Employment type:	Current VECTEA

bestchance Context
<p>bestchance Child Family Care is an independent, not-for-profit, community organisation located in Glen Waverley.</p> <p>bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family-centred programs.</p> <p>The range of programs delivered include Child Care, Early Childhood Intervention, Parent and Child Support, Training, Community Support and Cheshire, an independent primary school for children with social, emotional and learning difficulties. These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.</p> <p>bestchance also works in partnership with Parent Advisory Groups in kindergartens.</p> <p>Refer to www.bestchance.org.au for further information about bestchance Child Family Care and bestchance Training.</p> <p>bestchance is a child safe and equal opportunity employer, and all work places are smoke free environments.</p>

Position objectives
<p>Use a strength-based, family-centred approach to support the delivery of an education and care program appropriate to the individual needs of children and families. In particular:</p> <ul style="list-style-type: none">• Work with, and under the direction of, the teacher educator to plan and implement quality programs for children responding to individual strengths and interests of children using an approved curriculum framework as the platform for planning, practice and reflection• Fulfil the role of Certified supervisor as required by bestchance (see Attachment 1)• Be familiar with, understand and act in accordance with the following:<ul style="list-style-type: none">▪ The Education and Care Services National Regulations 2011▪ The Education and Care Services National Law Act 2010

- Occupational Health and Safety Act 2004
- The Australian Early Childhood Code of Ethics
- **bestchance** Child Family Care Policies and Procedures
- **bestchance** People Principles
- Create and maintain a safe environment that enhances children's autonomy, initiative, self-worth and dignity
- Maintain confidentiality of all information within the kindergarten team and information from families
- Attend meetings and professional development when required by **bestchance**
- Attend Open Days and Kindergarten events as required

Specific responsibilities

Specific responsibilities in relation to:

Children

- Support the implementation of high quality educational programs and daily routines for individuals and groups based on the strengths and interests of the children in the kindergarten
- Support the Teacher Educator in the provision of a safe and welcoming environment for the children and families attending the kindergarten and ensure every reasonable precaution is taken to protect children from hazard
- Assist with the preparation and cleaning up of activities and learning experiences under the supervision of the Teacher Educator
- Assist in working with individual and small groups of children, including record keeping and documentation as required by the teacher Educator
- Attend to the physical, social and emotional needs of t children as required.

Families

- Support the development of positive relationships and effective communication with families based on mutual respect
- Encourage and direct parents to consult with the Teacher Educator on issues of children's development and programming
- Relate sensitively to people, approaching each child & family with equity
- Ensure interactions with children and families reflect the Service Philosophy and **bestchance** policies and procedures
- Maintain confidentiality on all issues relating to children and families and comply with the **bestchance** Early Years Management 's Privacy and Confidentiality Procedure

Staff

- Work as a member of a cooperative and professional team to maintain and continuously improve the standard of the service at the centre
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Be actively involved in the quality assurance process for the kindergarten
- Participate in an annual performance enhancement cycle
- Propose relevant professional development and training needs, and to attend and participate in all staff meetings and professional development activities, as approved or requested by the teacher and **bestchance**
- Work safely in the workplace being mindful of OHS practices and procedures

- Ensure correct safety procedures are followed, including when lifting heavy objects.
- Accurately and promptly communicate all messages and report all issues to the teacher educator, or to **bestchance**

Relationship with Parent Advisory Group

- Present the bestchance organisation positively in all interactions with the Parent Advisory Group.

bestchance

- Work in a cooperative and respectful manner with other **bestchance** staff, ensuring open communication on issues pertaining to the kindergarten
- Act professionally towards resolution of any conflict that may arise
- Attend meetings and professional development when required, outside normal working hours, with appropriate notice and remuneration in accordance with the Agreement, if directed by **bestchance**

May be responsible for supervising and/or supporting a volunteer who is assisting in the program

Qualifications and Experience

- Minimum: Approved certificate III in education and care qualification
- A satisfactory current Criminal Check and a current Working With Children Check
- Current First Aid, Anaphylaxis, Auto-immune device, Asthma and CPR training
- Demonstrated experience in a kindergarten environment, working within the strength-based and family centred approach
- Experience in using Microsoft word and Outlook

Key Selection Criteria

The following are the core competencies required to take the key responsibilities of the position of Early Childhood Educator and are the primary basis for the short listing and selection of preferred candidates

- Demonstrated knowledge and ability to work within a child centred play-based program.
- Demonstrated skills to engage to engage with children and maintain quality interactions
- Demonstrated ability to use children's interests and strengths when providing a program.
- Aligning work with children to approved frameworks and best practice in early childhood pedagogy
- Ability to work under direction of a teacher educator, to work independently and show initiative when required
- Demonstrated ability to work as part of a team
- Strong interpersonal skills; ability to communicate effectively with children, families and professionals
- Personal qualities aligned to **bestchance** People Principles
 - behave honestly and with integrity
 - treat people with integrity and respect
 - work in a holistic and collaborative manner

- respect authority and the law and act accordingly
- use the resources of **bestchance** responsibly and in the best interests of the organisation and its reputation
- Be responsible for their actions and accountable for their consequences
- Professional attitude and presentation

Position Dimensions

Liaisons

- **bestchance** Early Years Advisors and Early Years Management team
- kindergarten teachers
- Kindergarten educators – Cert III
- Diploma qualified educators
- Families accessing the kindergarten

I acknowledge receipt of a copy of this Position Description as an enclosure with **bestchance's** letter of offer.

Name: _____

Signed: _____ Dated: _____

Certified Supervisor role statement – In the Absence of the Nominated Supervisor: (Attachment 1)

- Ensure adherence to all regulatory and administrative requirements of the service, complying with the Education and Services National Regulations (2011) and the Education and Care Services National Law (2010)
- Provide effective leadership in the development and implementation of a high quality early childhood service
- Ensure quality improvement across the service is continuous through the development and monitoring of the QIP in collaboration with the Educational Leader

Responsibilities of a Nominated Supervisor / Certified Supervisor in their absence:

- As the person with responsibility for the day-to-day management of an Approved Service, a Nominated Supervisor has a range of responsibilities including:

Educational programs

- Ensuring educational programs are:
 - Based on and delivered in accordance with an approved learning framework
 - Based on the developmental needs, interests and experiences of each child
 - Designed to take into account the individual differences of each child

Supervision and safety of children

- Ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards Entry to and exit from the premises
- Ensuring children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment)
- Ensuring that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service - except when:
 - Permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Law, or
 - The supervisor is aware the parent is prohibited by a court order from having contact with the child
 - Ensuring an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision

Food and beverages

- Ensuring adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children
- Ensuring children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day
- Ensuring that, where food and beverages are supplied by the service, they are:
 - Nutritious and adequate in quantity
 - Chosen with regard to the dietary requirements of individual children
- Ensuring that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents

Administration of medication

- Ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations

- Where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable 2 Nominated Supervisors

Prescription and non-prescription drugs and alcohol

- That while educating and caring for children at the service, they must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children

Sleep and rest

- Taking reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children

Excursions

- Ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations, and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion

Staffing

- Ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role.

Requirement to display details about the service's Nominated Supervisor

- The name of the Nominated Supervisor

The information must be displayed in a place where it is clearly visible to anyone from the main entrance to the education and care service premises