

POSITION DESCRIPTION

Date	February 2022
Position Title	Diploma Qualified Educator
Reports to	Early Years Manager
Department	Early Years

ORGANISATIONAL CONTEXT

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist 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.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

PRIMARY OBJECTIVES

Use a strength-based, family-centred approach to deliver an education and care program appropriate to the individual needs of children and families. In particular:

- To collaboratively plan, implement and document 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 and/or Nominated Supervisor as required by **bestchance** (see Attachment 1)
- Demonstrate understanding of, and act in accordance with, the following:
 - The Education and Care Services National Regulations 2011
 - The Education and Care Services National Law Act 2010
 - Occupational Health and Safety (OHS) Act 2004
 - Privacy Amendment Act (2012)
 - 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 as required by **bestchance**
- Attend Open Days and kindergarten events as required

KEY RESULT AREAS AND RESPONSIBILITIES

Specific responsibilities in relation to:

Children

- Implement high quality educational programs and daily routines for individuals and groups based on the strengths and interests of children;

- Create 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;
- Prepare and reset activities and learning experiences alongside other educators in the service;
- Work with individuals and groups of children;
- Establish and maintain records and documentation as required; and
- Attend to the physical, social and emotional needs of the children as required

Families

- Develop positive relationships and effective communication with families based on mutual respect;
- Consult with families on issues of children's development and programming;
- Relate sensitively to people, approaching each child and family with equity;
- Ensure interactions with children and families reflect the Service Philosophy and **bestchance** policies and procedures; and
- 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;
- 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;
- Provide leadership and supervision to support co-workers, students and volunteers in the service;
- Participate in the **bestchance** 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 **bestchance**;
- Work safely in the workplace being mindful of OHS practices and procedures. Contribute to ensuring correct safety procedures are followed within the team, especially when lifting objects; and
- Accurately and promptly communicate all messages and report all serious incidents, complaints and issues to **bestchance**.

Relationship with the 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;
- Work professionally towards resolution of any conflict that may arise; and

- Attend meetings and professional development when required, outside normal working hours, with appropriate notice and remuneration in accordance with the VECTEA, as directed by **bestchance**.

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

KEY SELECTION CRITERIA

The following are the core competencies required to take the key responsibilities of the position of Diploma Educator.

- Ability to collaboratively plan, implement and document quality play-based programs for children responding to individual strengths and interests of children;
- Use an approved curriculum framework as the platform for planning, practice and reflection;
- Ability to work under direction of a teacher educator, to work independently and show initiative;
- Demonstrated ability to work as an effective team member;
- Strong interpersonal skills; ability to communicate effectively with children, families and professionals; and
- 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

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Qualifications as approved by ACECQA
- A satisfactory current Criminal Check and a current employee 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

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

Name: _____ Signature: _____ Date: _____