

## POSITION DESCRIPTION

Date	October 2022
Position Title	Graduate – Early Childhood Education
Reports to (position title)	TBC
Department	TBC

## ORGANISATIONAL CONTEXT

**bestchance** Child Family Care is an independent, not-for-profit, community organisation operating across 35 locations in Victoria and a Head Office in Glen Waverley.

**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) 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

This position forms part of the bestchance Graduate Program. Working across the Early Years, Children's Therapy Services and Cheshire School teams, this role will focus on providing high quality services, integrating the developmental and therapeutic needs of children.

With guidance and supervision from each of the respective teams, this role will support key activities in building the capacity of children, families and communities.

## KEY RESULT AREAS AND RESPONSIBILITIES

### Early Years Rotation – Diploma Educator

- 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 hazards.
- 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.
- Attend to the physical, social and emotional needs of the children as required.
- 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.
- Maintain confidentiality on all issues relating to children and families and comply with the bestchance Early Years Management's Privacy and Confidentiality Procedure.

### Cheshire School Rotation – Education Support Officer

- Provide support to the teachers and individual students to assist in the delivery of an integrated, innovative, flexible curriculum which meets the individual needs of each student
- Under the supervision of teaching and ancillary team members, implement consistent behaviour management strategies within the classroom and playground, and for group work and excursions

- Under supervision, work with students to build self-esteem through a variety of appropriate educational methods to encourage individual creativity, task completion and the development of self confidence in learning
- Assist in actively developing the students' social skills
- Under supervision, assist team members in the orientation program for students prior to their placement in the school

#### **Children's Therapy Services (CTS) Rotation – Key Worker**

- Plan and deliver high quality services for children and families, which are consistent with Children's Therapy Services Guiding Principles of Practice.
- Work within the Transdisciplinary model, including acting as a Key Worker for allocated families to support them to coordinate their child's developmental and therapeutic needs.
- Build family member's capacity to respond to the needs of their family and to access community resources.
- Deliver services within working hours through effective planning, in line with targets for billed hours.
- Provide culturally-responsive services.
- Record data and provide documents according to reporting requirements in an accurate and timely manner.

## **KEY SELECTION CRITERIA**

### **Mandatory**

- Holds a minimum qualification of Diploma of Early Childhood Education & Care
- Current First Aid & CPR training (including anaphylaxis and asthma training)
- Completed up to date Mandatory Reporting training
- Demonstrates knowledge or experience of delivering inclusive practices in an early childhood setting
- Ability to build meaningful relationships with families
- Demonstrates knowledge or experience of upholding child safety requirements
- Demonstrates capacity to develop relationship with children
- Demonstrates reflective practice

### **OTHER**

- Working with Children's Check (Employee)
- A satisfactory National Police History Check
- NDIS Worker Screening Check
- Current valid driver licence and access to a reliable vehicle