

EDUCATOR



Ellenbrook School of Early Learning	
POSITION:	Educator (Certificate 3)
QUALIFICATIONS:	Certificate III in Early Childhood Education and Care (or previous equivalent) Current Senior First Aid certificate Working with Children Check
APPOINTMENT:	To work alongside and support the teaching staff of the Service. To always adhere to the Education and Care Services National Regulations under the Education and Care Services National Law, child protection regulations as well as the policies, goals and philosophy of the Service. To uphold the 'National Quality Framework' and 'National Quality Standards' as per the 'Service's' Philosophy, goals, policies and procedures.

DUTIES

IN RELATION TO THE CHILDREN

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same.
- Be a passionate educator and strive to achieve 'Service' goals and ensure our 'Service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.

IN RELATION TO FAMILIES

- Refer families to communicate feelings about their child's time spent at the service to the Room Leader.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Director.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- To support and provide families with information in regards to family and community needs
- Assist colleagues in completing the Day Book ensuring that this valuable communication tool is being fully utilised.

- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to the Director and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Be aware of the children's medication requirements, reporting these to the Director or colleagues who hold a current First Aid Certificate so administering can be witnessed.
- Ensure that all information regarding a child in your care is confidential.

IN RELATION TO COLLEAGUES

- Follow the directions of the Room Leader.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Director and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Work as a team, throughout the Service.
- Communicate with colleagues in a respectful and professional manner.
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the service's annual staff appraisals and staff reflection activities.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff member bring to the Service. Aim to tap into this wealth of knowledge and incorporate ideas into your own experiences.
- Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Director for further support.

IN RELATION TO THE PROGRAM

- When the Room Leader is absent, you may be required to fill this position. The Director will guide you in these instances.
- Seek assistance from your Room Leader or Educational Leader in regards to programming, observing and documenting.
- Assist with the planning, implementation and evaluation of the program.
- Assist with sourcing the developmental records of the children in your care.
- Assist in the set up and maintenance of the indoor and outdoor environment (organising any project material, interest areas and general preparation for the room).
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.

IN RELATION TO THE SERVICE

- Develop a working relationship with colleagues to ensure the effective operation of the Service.
- Attend staff meetings when required.
- Assist to maintain the room's routine and procedures in respect of daily checklists, programming and record keeping.
- Ensure that you are on time for your shifts, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, colleagues and families.

- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Immediately report all maintenance, O.H&S, and safety concerns to the Director for follow-up.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in providing an environment that is safe, fun, interesting and appealing.
- Always maintain confidentiality and adhere to the Service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Gain an understanding of the Service's Quality Improvement and self-assessment procedures and participate when requested.
- To attend regular staff meetings.
- To report any maintenance issues to the coordinator.
- To assist with the cleaning of toys/ equipment and general cleaning of the service.
- Complete general daily and weekly checklists as required.

I have received, reviewed and understand the responsibilities as an Educator. I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.

EMPLOYEE NAME		DATE	
EMPLOYEE SIGNATURE			

SUPERVISOR NAME		DATE	
SUPERVISOR SIGNATURE			