

## EARLY CHILDHOOD EDUCATOR POSITION DESCRIPTION

Job Title:	Early Childhood Educator – Certificate III & Diploma
Reports to:	Teacher / Program Leader
Award:	In accordance with the relevant award as determined in letter of appointment.
Probationary Period:	6 months (CSA) 3 months (VECTEA) Casual Employees – No probationary period

### PURPOSE OF THE ROLE:

The role of the Early Childhood Educator is to support the Teacher/Program Leader to facilitate the provision of the early childhood educational curriculum program to groups of children who attend the service.

### Goulburn Region Pre-School Association (GRPSA)

GRPSA provides Early Years Management services to rural and regional Early Childhood Services in the Goulburn Region. The Goulburn Region covers an area of approximately 1200km<sup>2</sup> in Victoria's north central corridor. The region runs from Yarrawonga in the North East, to Barmah in the North West, Colbinabbin in the South West, Avenel in the South and Euroa in the South East.

### VISION STATEMENT

GRPSA will ensure the provision of quality early childhood educational programs in rural and regional Victoria with a primary focus on kindergarten programs.

### MISSION STATEMENT

GRPSA will deliver high quality early childhood services where:

- **Staff are** valued, enthusiastic, professional and strive to continuously improve their practice.
- **Children are** actively engaged in programs that support them in their educational journey.
- **Communities and Families** are encouraged and welcome to be actively involved in the early childhood services.

### VALUES

- Inclusion
- Respect
- Open Communication
- Continuous Improvement
- Advocacy
- Sustainability

### GRPSA EXPECTATIONS

All GRPSA employees are expected to:

- Adhere to and apply the GRPSA Code of Conduct.
- Adhere to and apply the GRPSA Philosophy, incorporating the vision, mission, and core values.

## **COMMITMENT TO CHILD SAFETY**

Goulburn Region Preschool Association Inc. is committed to excellence in early childhood to ensure the safety and wellbeing of children.

GRPSA has zero tolerance for child abuse and is committed to children's best interests, wellbeing and keeping them safe.

GRPSA actively strives to listen to and empower children in the organisation.

We value diversity and do not tolerate any discriminatory practices.

## **INTERNAL RELATIONSHIPS:**

- Children and families attending the service.
- All GRPSA staff

## **KEY SELECTION CRITERIA:**

- Must be able to demonstrate initiative and enthusiasm to work in early childhood.

### **Education and compliance:**

- Minimum of Certificate III or Diploma in Children's Services (or enrolment in recognised Cert III or Diploma certificate) is required, depending on the job advertised.
- Current Working With Children Check.
- Current First Aid.
- Current Mandatory Reporting training.
- Current Food Handlers certificate (desirable).

### **Professional competencies:**

- Comprehensive knowledge of the Education and Care Services National Law 2010 and National Regulations 2012, the National Quality Standards, Victorian Early Years Learning and Development Framework, My Time our Place (if applicable), Privacy Act 2020, their relevance to children's services programs and the necessary work practice requirements.
- Comprehensive knowledge and application of the Victorian Early Years Learning and Development Framework through an emergent play-based curriculum.
- Ability to provide a detailed, relevant, dynamic, inclusive, and responsive appropriate educational program catering for all children.
- Demonstrated ability to deliver programs that are inclusive, respectful of diversity and accommodate additional needs.

### **Behavioural competencies:**

- Ability to work supportively and cooperatively as a team member.
- Able to make decisions with clear judgment and informed knowledge.
- Ability to prioritise work tasks and be self-motivated.
- Able to self-lead and work effectively within a diverse team.
- Able to effectively delegate tasks amongst the team.
- Have sound written and oral communication skills.

## **MAIN DUTIES AND RESPONSIBILITIES:**

The following are core competencies expected.

### **Programming:**

- Contribute and assist in the preparation, implementation, and evaluation of developmentally appropriate programs for individual children or group activities in consultation with the ECT / Program Leader.
- Record observations of individual children or groups for program planning purposes to support the program leader / ECT.
- Responsible for ensuring that records and observations are maintained accurately for each child in their care.
- Attend to the physical, social and emotional needs of children on an individual and group basis.
- Achieve a warm and friendly relationship with children that is supportive and responsive to their needs.
- Promote the cultural safety, participation, and empowerment of culturally and/or linguistically diverse backgrounds, including Aboriginal and Torres Strait islander children to express their culture and enjoy their cultural rights.
- Foster play-based learning and cognitive development in children.
- Support children to be active participants in their own learning through a holistic and integrated approach.
- Assist in delivering a program that reflects the natural environment and promotes sustainability.

### **Compliance:**

- Adherence to the National Quality Framework by ensuring compliance in line with the Education and Care Services National Regulations 2012 and the Education and Care Services National Law Act 2010.
- For Occasional Care Victorian License Program Leaders (Barmah, Merrigum, Murchison and Toolamba) ensure all procedures required by the following are adhered to: Children's Services Act 1996; Children's Services Regulations 2009.
- Understanding and adherence to GRPSA's policies, procedures and practices.
- Ensure children's health and safety is maintained at all times.
- Ensure that the physical environment is safe, suitable and promotes children's learning.
- Work in accordance with food safety regulations.
- Promote child wellbeing and prevent harm to children, acknowledging your role as a mandatory reporter.

### **Professional Development:**

- Attend and participate in professional learning.
- Commitment to GRPSA continuous improvement, implementing initiatives as directed.
- Contribute to the Service's Quality Improvement Plan.

### **Communication:**

- Interact with GRPSA surveys, meetings, and reviews.
- Develop and maintain positive, respectful, and responsive relationships with families that encourage their participation in and contribution to their child's education.
- Demonstrate respectful and responsive relationships with children.
- Act in a confidential manner at all times in all aspects of the role, including but not limited to families, children and educators.

#### Occupational Health and Safety:

- Responsibility for the health, safety, and welfare of all employees (including self), children, students on placement, volunteers, contractors, visitors, and members of the public who may be affected by our work.
- Contribute to the maintenance of a safe environment for children through assisting with the preparation, general cleanliness(non-industrial) and cleaning up and packing away of activities, whilst reporting any hazards to the program leader/ECT.
- Abide by all GRPSA OHS policies and procedures.
- Report all incidents to the Service Leader/ECT or EC Manager.
- Carry out work in a safe manner at all times.
- Have a good understanding of the Service Emergency Management Plan (EMP) and participate when required in emergency procedures.

#### **DIPLOMA ONLY:**

- Under the direction of the program leader / ECT be responsible for the supervision of students on placement.
- Take overarching responsibility for planning for individuals and groups/activities in consultation with the ECT / Program Leader in their absence.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and necessitated by the development of this role and development of the service.

#### **ACKNOWLEDGEMENT**

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I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position.

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Employee Signature

Date

Employee Name (Print)

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Early Childhood Manager Signature

Date