

Position Description



YWCA CANBERRA

Position Information	
Position	Children's Services, Early Childhood Trainee Educator
Date approved	July 2021
Program	Children's Services, Early Childhood Education and Care
Supervisor	Lead Educator – Early Childhood Services Director – Site Specific Senior Early Childhood Services Manager
Location	All sites
Hours of work	As per contract
Salary	Grade 1, Level 2 of the YWCA of Canberra Enterprise Agreement 2018 - 2023
General Conditions of Employment	
<ul style="list-style-type: none">• YWCA Canberra Enterprise Agreement 2018 - 2023• Appointment is subject to obtaining a satisfactory Working with Vulnerable People check or NSW Working with Children Check at own cost• Appointment is subject to providing a Police Check valid within the last 3 months• Appointment is subject to satisfactory working rights in Australia• All YWCA of Canberra policies and procedures will apply• Subject to a 6-month probation period• Subject to satisfactory completion of Certificate III in Early Childhood Education and Care	
Position Statement	
Early Childhood Trainee Educators are responsible for actively working towards obtaining their Certificate III in Early Childhood Education and Care while working as part of an early childhood service's team.	
Responsibilities	
Educational Curriculum:	<ul style="list-style-type: none">• Learn and implement the policies, procedures and practices of YWCA Canberra and the Early Childhood Service.• Work within the laws and regulations as prescribed under the Educational and Care Services National Law (2011) and National Regulations.• Learn and actively participate in service routines.• Assist with preparing and maintaining educational environments under the direction of the Lead Educator and Centre Director.

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	<ul style="list-style-type: none"> Under the direction of the Lead Educator and Educational Leader, plan and implement educational provocations and document children's learning.
Health and Wellbeing of Children:	<ul style="list-style-type: none"> Relate to children with genuine respect, empathy, and warmth, taking into account any individual cultural or socio-economic differences. Value the child as an individual within the diverse context of family and community. Ensure daily practice gives recognition to the UN Convention on the rights of the child. Ensure practice is gender neutral. Acknowledge, support, and understand children's individual learning styles by listening and embracing their ideas and perspectives. Nurture and promote the development of life skills. Learn and assist with children's routines to a high standard. Be alert and responsive to activities and behaviours that potentially pose a risk to the health and safety of children and educators, and report to the Lead Educator. Learn and adopt a high level of supervision of the children at all times. Respond to challenging behaviours in a non-aggressive way using the strategies outlined in the Behaviour Management policy. Maintain health and safety practices that are in line with Work, Health and Safety policies and procedures. Ensure a safe and hygienic environment is maintained at all times.
The Educators:	<ul style="list-style-type: none"> Ensure interactions are respectful and conduct is professional at all times when interacting with colleagues and supervisors. Work successfully as a member of the team ensuring effective communication and cooperation and assist other educators when required, under the direction of the Lead Educator and Centre Director. Follow appropriate lines of escalation if grievances are present. Attend team meetings and participate in training when required or requested as part of a professional development plan or performance improvement plan. Be punctual and give prompt notification of absence following the appropriate site-specific procedure.
The Parents, Families and Community:	<ul style="list-style-type: none"> Develop a trusting working relationship with parents and families that is built on effective and open communication and responsiveness. Share information with parents and families about children's learning and engagement, ensuring confidentiality is maintained at all times. Positively represent the service and YWCA Canberra at all times when engaged in the local community.
Training and professional development	<ul style="list-style-type: none"> Actively engage with and progress towards the completion of the Certificate III of Early Childhood Education and Care.

Selection Criteria

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Qualifications	<ul style="list-style-type: none"> • Willingness to obtain a First aid certificate, First aid Asthma and Anaphylaxis management training. • Willingness to undertake Mandatory reporting training within the probation period.
Capabilities and Behaviours	<ul style="list-style-type: none"> • An ability to cope with the varying demands of working within an early childhood service including working within a fast paced, physical environment. • Demonstrated communication skills and the ability to relate positively to educators, children, and parents. • The ability to carry out the duties of the position. • Willingness and ability to work as a member of a team. • Capability to work a flexible, rostered shift rotation.
Other Requirements	<ul style="list-style-type: none"> • Current Working with Vulnerable People Card or NSW Working with Children Check • Satisfactory Police Check. • Australian Citizenship or suitable rights to work in Australia.

Authorisation

Acknowledgement by Incumbent	Signature:	Date	
	Name:		
Executive Director	Signature:	Date	
	Name:		

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