

Position Description



YWCA CANBERRA

Position Information	
Position	Children's Services Educator, Room Leader
Date approved	August 2021
Program	YWCA Children's Services
Supervisor	Program Manager – School Age Care
Location	YWCA Children's Services Programs
Hours of work	As specified in letter of appointment
Salary	Grade 3, Level 1 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 at own cost • Appointment is subject to satisfactory working rights in Australia • Appointment is subject to satisfactory National Police Check • All YWCA Canberra policies and procedures will apply • Subject to a 6-month probation period

Position Statement
<p>Children's Services Educators are responsible for providing high quality care, education and supervision to children in their care. Room Leaders are responsible for supporting the Program Manager to ensure the education and care service is operating to a high-quality standard. Room Leaders may be responsible for acting in the Program Manager role when the Program Manager is absent. Room Leaders will be responsible for developing and maintaining collaborative relationships with educators, families, members of the school and the community.</p>

Responsibilities	
The Program:	<ul style="list-style-type: none"> • Plan and program for quality, engaging and fun experiences for children of the program to participate in • Use the principles of the My Time Our Place Framework for all aspects of planning and programming • Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups; • Responsible for recording observations of individual children or groups of children for program planning purposes, under

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	<p>guidance from supervisor; Assist in the implementation of daily care routines</p> <ul style="list-style-type: none"> • Understand and work according to the service's policies and procedures; •Responsible for food preparation, cleaning and general maintenance under the guidance of the Supervisor; • Demonstrate knowledge of hygienic handling of food and equipment; • Assist with preparing the environment, setting up activities and cleaning away equipment and supplies; • Prepare food and snacks for children as directed; • Work in accordance with food safety regulations; • Maintain confidentiality and not discussing own personal life with or in front of the children; • Create an inclusive, secure and stimulating interactive-learning environment for children at all times; • Assist with ensuring the safety of the program's environment and equipment; • Undertake and implement the requirements of quality assurance.
The Children:	<ul style="list-style-type: none"> • Relate to children with genuine respect, empathy and warmth, considering any individual cultural or socio-economic differences; • Value the child as an individual within the diverse context of family and community. • Acknowledge, support and understand children's individual learning styles. • Listen to children and embrace their ideas and perspectives. • Nurturing the development of life skills. • Assist with children's routines; • Assist with guiding and assisting children in all activities, ensuring that the highest safety standards are maintained; • Assist with implementing the program in a flexible manner that is compatible with the children's age, needs and interests; • Assist with developing the skill of participation in supervision of all games and activities; • Be consistently alert to rough play and dangerous situations and report these to Supervisor; • Respond to children in a non-aggressive way. Address conflict in a calm and non-threatening, non-judgmental manner; • Develop awareness of and assist in maintenance of the health and safety of the children in care; • Assist with ensuring the health and safety and well-being of the children in care; • Maintain appropriate health practices when responding to children's physical needs.
The Educator:	<ul style="list-style-type: none"> • Support educators to ensure the smooth running of the room • Assist in the direction of untrained educators; • Attend educator meetings and participate in training when required; • Work as a member of a team and assist other educators in appropriate ways; • Communicate effectively and develop a co-operative relationship with other educators;

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	<ul style="list-style-type: none"> • Treat each educator with dignity and respect; • Be punctual and give prompt notification of unavailability.
Parents, Families and Community:	<p>Assist with:</p> <ul style="list-style-type: none"> • Developing a good rapport with families and community; • Sharing positive information about the children with their families

Selection Criteria

Qualifications	<ul style="list-style-type: none"> • Completed Diploma of Children's Services or 50% completed or; • Studying Early Childhood Teaching degree at University, with at least one year full-time completed. Must have at least one years' experience working directly with children. • Current Senior First Aid Certificate or willingness to obtain one
Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience working in Children's Services Programs. • Knowledge and understanding of children's needs including children with additional needs. • Posses sufficient knowledge, skills and experience to perform the duties of this level. • Strong knowledge of the frameworks: Early Years Learning Framework (EYLF) and My Time Our Place (MTOp).
Capabilities and Behaviours	<ul style="list-style-type: none"> • Evidence of good health and an ability to cope with varying demands effectively. • Willingness and ability to work as a member of a team; • Willingness to learn and undertake professional development; • Demonstrated communication skills and the ability to relate positively to educators, children and parents
Other Requirements	<ul style="list-style-type: none"> • Ability to work within the philosophy of YWCA Canberra • Current full driver's license and access to vehicle with comprehensive insurance during working hours • A current Working with Vulnerable People Registration • Australian Citizenship or suitable rights to work in Australia

Authorisation

Acknowledgement by Incumbent	Signature:	Date	Click here to enter a date.
	Name:		
Executive Director	Signature:	Date	Click here to enter a date.
	Name:		

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