

# Position Description



YWCA CANBERRA

Position Information	
<b>Position</b>	Children's Services, Early Childhood Educator (Cert III) and Diploma Qualified Educator (required for 50/50 split)
<b>Date approved</b>	July 2021
<b>Program</b>	Children's Services, Early Childhood Education and Care
<b>Supervisor</b>	Lead Educator – Site Specific Director – Site Specific Senior Early Childhood Services Manager
<b>Location</b>	All sites
<b>Hours of work</b>	As per contract
<b>Salary</b>	Grade 2, Level 2 of the YWCA of Canberra Enterprise Agreement 2018 - 2023
General Conditions of Employment	
<ul style="list-style-type: none"><li>• YWCA Canberra Enterprise Agreement 2018 - 2023</li><li>• Appointment is subject to the completion of a Certificate III or Diploma in Early Childhood Education and Care.</li><li>• Diploma qualified educators must be actively working towards their diploma to be considered for this position. Transcripts may be requested by Senior Management or Centre Director at any time and must be provided as soon as practicable.</li><li>• Appointment is subject to obtaining a satisfactory Working with Vulnerable People check or NSW Working with Children Check at own cost.</li><li>• Appointment is subject to providing a National Police Check valid within the last 3 months.</li><li>• Appointment is subject to satisfactory working rights in Australia.</li><li>• All YWCA of Canberra policies and procedures will apply.</li><li>• Subject to a 6-month probation period.</li></ul>	
Position Statement	
<p>Early Childhood Educators at this level are required to work within an Early Childhood Service providing high quality education and care to children attending the service. Early Childhood Educators will assist in developing and maintaining holistic programs and recording the learning and development of the children in their care.</p>	

<b>Form:</b> Cert 3 Educator/Diploma Educator	<b>Review Date:</b> July 2022
<b>Steward:</b> People and Culture / Senior Early Childhood Services Manager	<b>Approved By:</b> Executive Director
<b>Version:</b> 2.0	<b>Updated:</b> 12/7/21

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<b>Responsibilities</b>	
<b>Educational Curriculum:</b>	<ul style="list-style-type: none"> <li>• Understand and implement the policies, procedures and practices of YWCA Canberra and the Early Childhood Service.</li> <li>• Work within the laws and regulations as prescribed under the Educational and Care Services National Law (2011) and National Regulations.</li> <li>• Learn and actively participate in service routines.</li> <li>• Assist with preparing and maintaining educational environments under the direction of the Lead Educator and Centre Director.</li> <li>• Under the direction of the Lead Educator and Educational Leader, plan and implement educational provocations and document children's learning.</li> </ul>
<b>Health and Wellbeing of Children:</b>	<ul style="list-style-type: none"> <li>• Interact with children in a positive and respectful manner. Show empathy and warmth when supporting children throughout the day.</li> <li>• Value the child as an individual within the diverse context of family and community.</li> <li>• Ensure daily practice gives recognition to the UN Convention on the rights of the child.</li> <li>• Ensure practice is gender neutral and bias free.</li> <li>• Acknowledge, support, and understand children's individual learning styles by listening and embracing their ideas and perspectives.</li> <li>• Nurture and promote the development of life skills.</li> <li>• Learn and assist with children's routines.</li> <li>• Be alert and responsive to activities and behaviours that potentially pose a risk to the health and safety of children and educators and report any incidents to the Lead Educator/Centre Director.</li> <li>• Practice active supervision at all times.</li> <li>• Respond to challenging behaviours using restorative practices, accessing support from centre management or external agencies, where appropriate.</li> <li>• Maintain health and safety practices that are in line with YWCA Canberra policies and procedures and ensure a safe and hygienic environment is always maintained.</li> </ul>
<b>The Educators:</b>	<ul style="list-style-type: none"> <li>• Ensure interactions are respectful and conduct is always professional when interacting with colleagues and supervisors.</li> <li>• 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.</li> <li>• Follow Grievance Policy when reporting grievances to Senior Management.</li> <li>• Be punctual and give prompt notification of absence following the appropriate site-specific procedure.</li> </ul>
<b>The Parents, Families and Community:</b>	<ul style="list-style-type: none"> <li>• Develop professional and respectful working relationship with parents and families.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Share information with parents and families about children’s learning and engagement, ensuring confidentiality is maintained at all times.</li> <li>• Positively represent the service and YWCA Canberra at all times when engaged in the local community.</li> </ul>
<b>Training and professional development</b>	<ul style="list-style-type: none"> <li>• Attend team meetings.</li> <li>• Participate in training when required or requested as part of a professional development plan or performance improvement plan.</li> </ul>

## Selection Criteria

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• You must have either:             <ul style="list-style-type: none"> <li>○ Completed a Certificate III in Early Childhood Education and Care</li> <li>○ Completed a Diploma in Early Childhood Education and Care, or</li> <li>○ Actively working towards a Diploma in Early Childhood Education and Care.</li> </ul> </li> <li>• Current First Aid Certificate or willingness to obtain one.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of children’s needs including children with diverse inclusion needs.</li> <li>• Sufficient knowledge, skills, and experience to perform the duties of this level.</li> </ul>
<b>Capabilities and Behaviours</b>	<ul style="list-style-type: none"> <li>• An ability to cope with the varying demands of working within an early childhood service including working within a fast paced, physical environment.</li> <li>• Demonstrated communication skills and the ability to relate positively to educators, children, and parents.</li> <li>• The ability to carry out the duties of the position.</li> <li>• Willingness and ability to work as a member of a team.</li> <li>• Capability to work a flexible, rostered shift rotation.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Current Working with Vulnerable People Card or NSW Working with Children Check.</li> <li>• Satisfactory police check.</li> <li>• Australian Citizenship or suitable rights to work in Australia.</li> </ul>

## Authorisation

<b>Acknowledgement of Incumbent</b>	Signature:	<b>Date</b>	
	Name:		
<b>Executive Director</b>	Signature:	<b>Date</b>	
	Name:		

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