



Position Description

| Position Information | |
|----------------------|---|
| Position | Children's Services Educator |
| Date approved | January 2024 |
| Program | YWCA Children's Services |
| Supervisor | Room Leader - Centre Based Care Program Director – School Age Care |
| Location | YWCA Children's Services Programs |
| Hours of work | As specified in letter of appointment |
| Salary | Grade 1, Level 2 of the YWCA of Canberra Enterprise Agreement 2023 - 2027 |

General Conditions of Employment

- YWCA Canberra Enterprise Agreement 2023 -2027
- 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 of Canberra policies and procedures will apply
- Subject to a 6-month probation period

Position Statement

Children's Services Educators are responsible for providing high quality care, education and supervision to children in their care.

Responsibilities

- | | |
|---------------------|--|
| The Program: | <ul style="list-style-type: none"> • Learning and implementing the policies, procedures and routines of the service; • Assist with preparing the environment, setting up interesting activities and cleaning away equipment and supplies; • Assist in preparing food and snacks as directed; • Assist with cleaning relating to the program and assisting other staff when requested by the Supervisor; • Learning the basic skills required to work in the environment with children; • Maintain confidentiality and not discussing own personal life with or in front of the children; |
|---------------------|--|

| | |
|--|--|
| Form: Children Services Educator Position Description | Review Date: January 2025 |
| Steward: People and Culture / SAC | Approved By: Executive Director |
| Version: 2.0 | Updated: January 2024 |



Position Description

| | |
|---|---|
| | <ul style="list-style-type: none"> Assist with ensuring the safety of the program's environment and equipment. |
| The 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. 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; Maintain appropriate health practices when responding to children's physical needs. |
| The Educators: | <ul style="list-style-type: none"> Attend educators' 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; Treat each educator with dignity and respect; Be punctual and give prompt notification of unavailability. |
| The Parents, Families and Community: | <p>Assist with:</p> <ul style="list-style-type: none"> Developing a good rapport with families and communities Sharing positive information about the children with their families |

| | |
|--|--|
| Form: Children Services Educator Position Description | Review Date: January 2025 |
| Steward: People and Culture / SAC | Approved By: Executive Director |
| Version: 2.0 | Updated: January 2024 |



Position Description

| Selection Criteria | |
|------------------------------------|--|
| Qualifications | <ul style="list-style-type: none"> Satisfactory Police Check; Current Senior First Aid Certificate / or willingness to obtain one; |
| Knowledge and Experience | <ul style="list-style-type: none"> Knowledge and understanding of children’s needs including children with additional needs; Possess sufficient knowledge, skills and experience to perform the duties of this level; |
| Capabilities and Behaviours | <ul style="list-style-type: none"> Evidence of good health and an ability to cope with varying demands effectively. 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; |
| Other Requirements | <ul style="list-style-type: none"> 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 | |
| | Name: | | |
| Executive Director | Signature: | Date | Click here to enter a date. |
| | Name: | | |

| | |
|--|--|
| Form: Children Services Educator Position Description | Review Date: January 2025 |
| Steward: People and Culture / SAC | Approved By: Executive Director |
| Version: 2.0 | Updated: January 2024 |