



YWCA CANBERRA

Position Description

Position Information	
Position	Children's Services School Age Care 2 nd Qualified Educator
Date approved	July 2025
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 3 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 play a vital role in delivering high-quality care, education, and supervision to children and young people. In the role of Second Qualified Educator, you will assist Room Leaders and the Nominated Supervisor in upholding high standards of education and care, fostering welcoming learning environments and ensuring compliance with regulatory obligations. You may be requested to act as the Responsible Person on Duty when the Nominated Supervisor is absent.	

Responsibilities	
Program and Practice	- Learn and apply the service's policies, procedures, routines, and quality assurance requirements. - Assist in creating inclusive, engaging, and safe learning environments through activity setup, preparation, and clean-up. - Support the development, implementation, and evaluation of developmentally appropriate programs using the My Time, Our Place and Early Years Learning Framework. - Nurture the development of life skills, embracing children and young people as capable and confident leaders. - Assist with implementing the program in a flexible manner that is compatible with the children and young people's age, needs and interests.

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	- Record individual and group observations of children and young people to support effective program planning. - Contribute to meal and snack preparation, demonstrating hygienic food handling and compliance with food safety regulations. - Perform general cleaning and maintenance tasks related to the program, assisting other staff when required. - Ensure a safe and well-maintained environment and equipment at all times. - Maintain confidentiality and professional conduct, including refraining from discussing personal matters with or around children and young people.
Children and Young People	- Relate to children and young people with genuine respect, empathy, and warmth. - Recognise and value each child as an individual within their unique family and community context. - Support and respond to diverse learning styles and developmental needs. - Actively listen to children and young people, embracing their ideas and perspectives. - Assist with daily routines and provide guidance in all activities, maintaining the highest standards of safety and care. - Support the development of supervision skills during games and activities. - Remain alert to unsafe or high-risk play and promptly report concerns to the Nominated Supervisor. - Respond to conflict or behavioural concerns in a calm, collaborative, and supportive manner. - Follow best health practices when addressing children's physical needs. - Support a safe, healthy, and inclusive environment for all children and young people in care.
The Educators	- Attend service 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. - Role model high standards, practice and professionalism. - Treat each educator with dignity and respect. - Be punctual and give prompt notification of unavailability. - Assist in the direction of untrained educators.
Families and Community	- Develop a good rapport with families and communities inclusive of internal and external stakeholders. - Sharing positive information about the children with their families. - Developing a good rapport with families and community. - Sharing positive information about the children with their families

Selection Criteria

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Qualifications	• Satisfactory Police Check. • Completed the equivalent of at least one year of full-time study in a Diploma or Degree course. • Has one year of experience working with children over preschool age.
Knowledge and Experience	• Knowledge and understanding of children and young person's needs including behavioural and complex needs. • Possess sufficient knowledge, skills and experience to perform the duties of this level.
Capabilities and Behaviours	• 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	• 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

Acknowledge ment by Incumbent	Signature: Name:	Date	
Executive Director	Signature: Name:	Date	

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