



POSITION DESCRIPTION

Title:	Early Childhood Educator	Position no.	
Level:	Diploma Qualified Educator - Level 4	Agreement /Award:	Children's Services Award 2010
Business Unit:			
Responsible to:	Early Learning Centre Director	Date effective	1 August 2020

1. OBJECTIVES OF POSITION

- The key objectives of this position are:
- 1.1. Assist, in consultation with the Director, in the operations and administration of Boyup Brook Early Learning Centre.
 - 1.2. Implement and adhere to, Boyup Brook Early Learning Centre's philosophy, guidelines, policies, and procedures as per the Education and Care Services Law and Regulations.
 - 1.3. Adhere to the policies and procedures of the Shire of Boyup Brook.
 - 1.4. Guide and support the educators at Boyup Brook Early Learning Centre, to provide high quality education and care to the children.
 - 1.5. Responsible, in consultation with the Director, for the supervision and guidance of other educators and work placement students.
 - 1.6. Responsible, in consultation with the Director, for the preparation, implementation and evaluation of developmentally appropriate programmes for individual children or groups.
 - 1.7. Assist the Director of Boyup Brook Early Learning Centre in meeting the Quality Assurance, Assessment and Rating, and compliance requirements.
 - 1.8. Any other duties consistent with the level of position in the Children's Services Award 2010 and as directed by the Director and Approved Providers of Boyup Brook Early Learning Centre.

2. REQUIREMENTS OF THE POSITION

- 2.1 SKILLS
 - 2.1.1 Strong communication and interpersonal skills.
 - 2.1.2 Strong customer service skills.
 - 2.1.3 Strong conflict resolution skills.
 - 2.1.4 Contribute to a co-operative and constructive team environment.
 - 2.1.5 Effective time management and organisational skills.

2.1.6 Strong computer skills and ability to learn new programs.

2.1.7 Ability to use own initiative within the scope of level 4.

2.2 KNOWLEDGE

2.2.1 Thorough working knowledge of National Quality Framework, National Education and Care Services Law and Regulations and the Early Years Learning Framework.

2.2.2 Thorough working knowledge of relevant regulations and statutory requirements.

2.2.3 Thorough knowledge and understanding of child protection recommendations and reporting requirements for Early Childhood Educators under the Children and Community Services Act 2004 (WA).

2.3 EXPERIENCE

2.3.1 Essential - minimum of two years relevant industry experience.

2.4 QUALIFICATIONS AND TRAINING

2.4.1 Successful completion Diploma in Early Childhood Education and Care or equivalent certificate as approved by ACECQA or be enrolled in a Diploma in Early Childhood Education and Care, having successfully completed fifty percent of the unit requirements.

2.4.2 Meet any study, work, training or 'working towards' requirements for the position as required under the prescribed laws and regulations.

2.4.3 Attend educator training, professional development and staff meetings as required.

3. KEY RESPONSIBILITIES

3.1 WORKING RELATIONSHIPS

3.1.1 Ability to work as and support others to be constructive members of a team.

3.1.2 Assist educators within their roles to achieve their responsibilities, especially in regards to children.

3.1.3 Liaise with internal and external stakeholders as per the role requirements, and the Shire of Boyup Brook and Boyup Brook Early Learning Centre policies and procedures.

3.2 CHILDREN

3.2.1 Implement, evaluate and maintain a safe, healthy and welcoming environment in consultation with the Director.

3.2.2 Develop positive and supportive relationships with children, parents and families.

3.2.3 Implement, evaluate and maintain daily care routines and ensure the constant supervision of children.

3.2.4 Provide each child individual attention and comfort as required. Showing sensitivity and respect for individual children and their needs.

3.2.5 Assist in meeting each individual child's needs for: sleep/rest, food, comfort and attention are met and supported.

3.2.6 Be an advocate for children's rights, needs and interests and report any concerns to the Director in relation to the health and wellbeing of children.

- 3.2.7 Monitor children's behaviour and intervene where appropriate, using positive behaviour guidance as outlined in Boyup Brook Early Learning Centre's policy and procedures.
 - 3.2.8 Work with individual children with particular needs.
- 3.3 PROGRAMMING AND CURRICULUM
- 3.3.1 Responsible, in consultation with the Director, for the preparation, implementation and evaluation of developmentally appropriate program for individual children or groups. Reflecting the Early Years Learning Framework.
 - 3.3.2 Ensure daily journals, individual and group observations and child development records and other program and curriculum related tasks are completed.
 - 3.3.3 Use a variety of strategies to encourage children to participate in the programme.
- 3.4 OCCUPATIONAL HEALTH AND SAFETY
- 3.4.1 Ensure workplace health and safety is adhered to, as outlined in the Occupational Safety and Health Act.
 - 3.4.2 In consultation with the director, implement, and adhere to the hygienic handling of food and equipment as per the Food Safety standards.
 - 3.4.3 Comply with Boyup Brook Early Learning Centre's policy and procedures, as well as those set out by the local government, Shire of Boyup Brook, in regards to workplace health and safety.
 - 3.4.4 Must, in accordance with Boyup Brook Early Learning Centre and Shire of Boyup Brook policy and procedure for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor.
 - 3.4.5 Respond to, and act on illness, accident, emergencies and manage medical conditions, in accordance with Boyup Brook Early Learning polices, procedures and legislative requirements.
 - 3.4.6 Take reasonable care for your personal health and safety and for the health and safety of others.
 - 3.4.7 Must not wilfully interfere with or misuse items or facilities provided in the interest of safety and health of all parties.
 - 3.4.8 Must use, store and maintain items, equipment and facilities provided in the interests of safety and health in a manner in which he/she has been properly instructed.
 - 3.4.9 Perform housekeeping and cleaning duties inline with Boyup Brook Early Learning Centre policies and procedures.
 - 3.4.10 Identify and report maintenance requirements to the Director.
 - 3.4.11 Develop and implement, in consultation with the Director, risk management plans for Boyup Brook Early Learning Centre.
- 3.5 CUSTOMER SERVICE
- 3.5.1 To ensure a high quality standard of customer service.
 - 3.5.2 Communicate effectively with children and families, in a polite, courteous, friendly, non-judgemental way.
 - 3.5.3 Welcome and farewell all those whom attend or visit the service.
 - 3.5.4 Liaise with families regarding the child's health, wellbeing and development, within the scope of a Level 4 Educator role.

3.6 LEGISLATION AND REGULATIONS

- 3.6.1 Adhere to the National Quality Framework, National Education and Care Services Law and Regulations and the Early Years Learning Framework.
- 3.6.2 Adhere to the Early Childhood Australia Code of Ethics.
- 3.6.3 Must work in accordance to and ensure educators adhere to the confidentiality and privacy requirements of the Australian Privacy Law and Privacy Act 1988.
- 3.6.4 Adhere to the Occupational Safety and Health Act and Food Safety Standards.
- 3.6.5 Must work in accordance to, and ensure educators adhere to the reporting requirements under Child Protection Law and the Children and Community Services Act 2004 (WA).
- 3.6.6 Develop, implement and adhere to, Boyup Brook Early Learning Centre's philosophy, guidelines, policies, and procedures.
- 3.6.7 Adhere to Local Government Act 1995 and the policies and procedures of the Shire of Boyup Brook.

3.7 ADMINISTRATION AND OTHER DUTIES

- 3.7.1 Assist, in consultation with the Director, in completing documents pertaining to the services licensing paperwork and regulation requirements.
- 3.7.2 Assist in maintaining accurate records and reports as required by the Director, Boyup Brook Early Learning Centre, the Shire of Boyup Brook and relevant authorities. Including, but not limited to: enrolment, attendance, emergency evacuation, building inspections and day to day records.
- 3.7.3 Duties consistent with this Early Childhood Educator level 4 role or as directed by the Director or Approved Providers of Boyup Brook Early Learning Centre.
- 3.7.4 In the absence of the Director, Level 4 Educators may also be required to fill the additional role of Responsible Person. This will require the Level 4 educators to agree to the role and provide written consent.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Responsible to: Director and Approved Providers of Boyup Brook Early Learning Centre.

4.2 Supervision of: Assist in the supervision and direction of Boyup Brook Early Learning Centre employees, work placement students and visitors, under the authorisation of the Director.

4.3 INTERNAL AND EXTERNAL LIAISON

4.3.1 INTERNAL

Boyup Brook Early Learning Centre employees.
Shire of Boyup Brook employees.

4.3.2 EXTERNAL

Authority to act of behalf of Boyup Brook Early Learning Centre, in regards to general public, community groups and relevant authorities is within the scope of a level 4 role , and as authorised by the Director or Approved Providers.

5. EXTENT OF AUTHORITY

- 5.1 Freedom to act is in accordance to Boyup Brook Early Learning Centre and Shire of Boyup Brook polices and procedures.
- 5.2 Recommend and provide feedback to the Director of Boyup Brook Early Learning Centre.

6. SELECTION CRITERIA

Qualifications	Essential	Desirable
Successful completion of a Diploma in Early Childhood Education and care or equivalent certificate as approved by ACECQA or be enrolled in a Diploma in Early Childhood Education and Care, having successfully completed fifty percent of the unit requirements.	✓	
Hold or be able to obtain	Essential	Desirable
National Police Clearance	✓	
Valid WA Working with Children's Card	✓	
Suitable First Aid, CPR, Asthma and Anaphylaxis certifications as approved by ACECQA	✓	
Relevant Experience and Knowledge	Essential	Desirable
Minimum of two years relevant industry experience in Early Childhood Education and Care.	✓	
Thorough working knowledge of the National Quality Framework, National Education and Care Services Law and Regulations and the Early Year Years Learning Framework.	✓	
Thorough working knowledge of occupational health and safety, food safety, privacy and confidentiality.	✓	
Previous experience as a Responsible Person		✓
Attended Child Protection Training		✓
Skills and Attributes	Essential	Desirable
Strong communication and interpersonal skills	✓	
Strong customer service skills	✓	
Strong conflict resolution skills	✓	
Ability to work as and support others to be a cooperative and constructive team	✓	
Effective time management and organisation skills	✓	
Strong computer skills	✓	
Demonstrate the ability to use own initiative	✓	
Demonstrate skills in developing and implementing programmes and curriculums for 0 - 5 year olds.	✓	

7. KEY PERFORMANCE INDICATORS

At least once in each financial year the Director of Boyup Brook Early Learning Centre will conduct an evaluation of the Early Childhood Educator Level 4, performance. The annual review will include an assessment of achievement against position objectives inline with the key responsibilities outlined above.

8. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

9. GENERAL TERMS OF APPOINTMENT

- 9.1 All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest.
- 9.2 Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
- 9.3 The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.
- 9.4 Normal working hours are as per contract.

10. CERTIFICATION

I, Shire of Boyup Brook Chief Executive Officer (CEO), confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As Director of Boyup Brook Early Learning Centre (BBELC), I confirm the details contained in this document are consistent with the Shire of Boyup Brook standards and organisation structure and Boyup Brook Early Learning Centre standards, organisation structure and Award classification requirements.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Shire CEO	
Date	
Director of BBELC	
Date	
Occupant	
Date	