



POSITION DESCRIPTION

Position Title:	Early Childhood Educator Certificate III
Position Type:	As per contract
Remuneration:	As per Professional Childcare Standards 2015
Hours of Work:	As per contract
Position Reports To:	General Manager
Direct Reports:	Nil
Indirect Reports:	Nil

Background

Kensington Community Children's Co-operative (KCCC) is a parent managed co-operative offering long day care and kindergarten..

The centre began in Henry Street, Kensington in 1982, but soon outgrew its premises. It is currently located in a City of Melbourne owned building in Altona Street, Kensington. KCCC is licensed for 140 child care places including sessional and integrated kindergarten groups. KCCC is open 50 weeks of the year, and closes for two weeks over the Christmas break. Opening hours are 7.30am till 6.00pm. KCCC provides education and care for children from 2 months to 6 years of age

Operational structure

The board has a governance role and the General Manager manages the centre and is responsible for ensuring the delivery of a comprehensive early childhood program to all children. The General Manager is supported by a management team consisting of a full time Pedagogical Leader and part time Management Accountant.

KCCC Philosophy

KCCC is a not for profit community organisation that values and supports children and their families. We provide quality early childhood education that helps children grow, develop and learn in a safe and stimulating environment. Our natural setting is an integral part of our program and we encourage and foster sustainable practices.

Position objective

To assist in delivering an early childhood education program which complies with relevant regulations, quality standards and codes of practice. Work closely with KCCC staff, and collaborate with management, other service providers and the community to maximize outcomes for children.

Specific responsibilities**Professional practice**

- Assist the operation of the program in accordance with Education and Care Services National Law and the Educational and Care Services National Regulations 2013, National Quality Standards effective January 2012 and conditions for Australian Government approved child care services.
- Uphold the values of Kensington Community Children's Service, the Code of Ethics for early childhood educators and responsibilities under child protection legislation and protocols, and the impacts of abuse and protective interventions on the care and education of children.
- Engage in professional development education to continually maintain/develop professional knowledge and skills.

Program development & delivery

- Assist in the planning and delivery of a quality early childhood education program that reflects the principles, practices and learning outcomes described in the Victorian Early Years Learning & Development Framework (VEYLDF) and/or the National Early Learning Framework (EYLF).

To assist the program and practice to be stimulating and engaging, enhancing children's learning and development. The educator shall:

- Ensure inviting and safe environments, indoors and outdoors;
 - Utilise the emergent strengths and interests of participating children and contributions of families;
 - Assist with the assessment of the children's towards development and learning outcomes of the VEYLF, support the planning of specific interactions a learning experiences for individuals and groups of children.
- Participate in pedagogical decisions with a shared approach to curriculum and goal setting demonstrating collaborative, effective and reflective practice. Such competencies are considered to be crucial "practice principles for learning and development" as described in the VEYLDF.
 - Assist with the establishment and maintenance of records for individual and collective children, which:

- Reflect an holistic approach to children’s learning and development and capture key observations and interactions with children;
- Participate in the creation of a record of children’s learning through visual and written documentation, for use in program planning. Assist with the evaluation of program plans and teaching practice that centres on children’s learning and development.
- Participate in the service Quality Improvement Plan that coordinates the participation of discussions and reflective practice with educators to promote an ongoing cycle of review where current practices are examined, outcomes reviewed and new ideas generated.
- Collaborate with parents and staff to support children’s outcomes.

Documentation & Communication with families

- Communicate with others in a respectful and friendly manner, modelling appropriate interactions between staff, staff-children and staff-families.
- Respect the rights of others to confidentiality and privacy, remaining aware of responsibilities under relevant privacy legislation.
- Ensure communication is effective with all families. Where a child has English as a second language, work with the family and program staff to encourage these children to utilise and maintain their first language, while English is acquired at the individual child's pace.
- Assist with the maintenance of written information and program plans in accordance with requirements of the Regulations and Kensington Community Children’s Co-operative.
- Recognise the expertise of families and encourage them to share in decision making about their child’s learning, development and wellbeing.
- Make use of electronic and written records to support meaningful communication with children and their families; providing information to parents about the educational program, the service philosophy and operations.

Collaboration with families and community

- Create an atmosphere which is welcoming to all families that involves them in discussions
- Recognize the impact of cultural and linguistic background, family and social experiences on a child. Use this knowledge to ensure the inclusive practices and programming.
- Assist with the provision to families with relevant information about other community service and resources they are seeking or may benefit them and responding in a helpful manner to families who contact the centre.
- Assist with identifying opportunities for open communication between educators and families:
 - Share information with parents about their own child’s learning and

development in context of the program;

- Invite parental input to the program and the service, providing options for participation which considers individual family needs and background;
 - Together with the room leader address concerns raised by parents, and negotiate positive outcomes.
 - Together with the room leader, actively assist families with additional needs to access relevant services.
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- Advocate the value of children's play, promote the service/s and share knowledge of how young children develop and learn with enrolled families, other agencies or the wider community, as directed by Pedagogical Leader or General Manager.
 - Attend and contribute to parent meetings for the centre, as directed by the room and/or Pedagogical Leader and/or General Manager.
 - Participate in local early childhood networks as agreed by Room and/or Pedagogical Leader and/or General Manager.

Staff management, support and teamwork

- Foster a supportive working environment in which relationships can function and develop effectively, reinforcing Kensington Community Children's Co-operative workplace values.
- Recognize the benefits of a team approach for improving outcomes for children:
 - Actively seek regular opportunities for information-sharing and planning,
 - Involve colleagues in decision-making;
 - Accept and share responsibility for a collaborative approach and provide opportunities for open and reflective evaluation of teamwork;
 - Celebrate cooperation and innovation;

Reporting & communicating with KCCC

- Regular use and monitoring of electronic communications, in accord with Kensington Community Children's Co-operative policy.
- Participate in meetings with other early childhood educators and in professional development sessions as directed by General Manager.
- Participate with management and other early years service providers to develop a more integrated approach to the delivery of children's services and enhance the organisations strategic plans for families and children.
- Ensure Kensington Community Children's Co-operative occupational health & safety

(OH&S) policy and emergency planning and response (EM) procedures are followed. In particular, ensure compliance by all staff to safe manual handling practises, processes for hazard identification and incident reporting.

- Contribute to service development & improvement:
- Contribute to the service Quality Improvement Plan and participate in the Quality Assessment and Rating process;
- Assist with information in relation to policy changes and strategic plans directly impacting on delivery of the service;
- Contribute to a positive risk management culture by complying with KCCC risk management policy, assisting with implementation of relevant risk management strategies, reporting risks management concerns and making suggestions for improvement to your supervisor.
- Perform other duties as directed, or as negotiated with the Room/Pedagogical Leader and/or General Manager.

Accountability and extend of authority

Act in accordance with relevant regulations, standards, codes and KCCC policies.

Accountable for program/centre resources:

- make recommendations for purchase of equipment and goods relevant to the program, to the supervisor in the room. ;
- Monitor the maintenance of the building, playgrounds and equipment.
- Participate in an annual appraisal with management, in accord with KCCC processes, developing a personal development plan linked with this appraisal

Judgment and decision making

- Ensure confidentiality of information;
- Ensure the health and safety, wellbeing and education of young children present at the centre;
- Advise management staff of issues which may limit or adversely affect the centre's program, operation of the centre or programs;
- Support, or recommend as appropriate, issues necessary to improve programs, processes, or the development of children.

Specialist Knowledge and Skills

- Knowledge of the theory of early childhood development and education and the ability to translate theoretical knowledge into practice.
- Knowledge of the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2013.
- Knowledge and understanding of the Early Years Learning Framework or an approved Early Years learning framework.
- Knowledge and understanding of the National Quality Standards 2012
- The ability to support the development and implementation and evaluation of an early childhood care and education program for individuals and groups of children, including the keeping of appropriate records.
- Understand child development and family-centred practice.
- Well-developed communication skills.
- Computer literacy.
- Experience working inclusively with children who have additional needs.
- Experience working inclusively with children and families from diverse cultural and linguistic backgrounds with knowledge of a range of culturally relevant program resources and learning.

Management Skills

- Good time management skills and ability to manage own responsibilities to support the smooth and efficient running of the program.
- Able to consult/negotiate with other early childhood educators for positive outcomes, effective teamwork and shared responsibilities.
- Able to take personal responsibility and participate in the quality assessment and rating process for evaluation and professional development.

Interpersonal Skills

- Good public relations skills, to maintain a strong community focus and positive relationships between Cooperative and families.
- Able to work cooperatively as a team member in the centre.

- Capacity to respond in an appropriate manner to children and family members, when addressing challenging, unpredictable or unusual behaviour in children, including the choice of teaching strategies for children.
- Ability to appropriately address concerns raised by families and to work with families to resolve issues and conflicts.
- Ability to take direction and respond in a professional manner to peers.
- Is flexible and open to new approaches and ideas
- Partakes in the cooperatives community events in a fun and lively environment

Workplace Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Workplace Health and Safety Regulations at all times.
- Follow up on hazard corrective actions.
- Ensure KCCC Risk Management Policy and Procedures are observed and complied with at a personal level.

Key selection criteria

Qualifications

- Certificate III in Children's Services or equivalent, in accordance with requirements of the Education and Care Services National Regulations 2013, Australian Children's Education and Care Quality Authority (ACEQA).
- Current Level 2 First Aid Certificate (including Anaphylaxis and Asthma training)
- Working knowledge of the Regulations, standards, frameworks and codes.
- Demonstrated experience of work in early childhood services

Skills

- Competency in using Microsoft Office Suite.
 - Excellent interpersonal and problem solving skills.
 - Relationship building
- Well-developed communication - written and oral communication skills

Knowledge

- Knowledge of child development and capabilities in supporting the planning, implementing and evaluating of a quality early childhood education program that focuses on ensuring the program and practice is stimulating, engaging and enhances children's learning and development.
- Knowledge of, and commitment to, current reforms and trends in early childhood education and care.
- Ability to ensure a productive, safe and professional work environment for self and all team members.

Competencies

- Ability to work collaboratively with children, families and other professionals
- Continuous improvement, commitment to ongoing learning and development
- Ability to organise, plan and prioritise work

The successful applicant will be required to undergo a Working with Children Check

Values

- A commitment to community based/co-operative education and care who acts ethically and appropriately in and out of the environment. The successful applicant will be required to undergo a working with children check.