

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR – FOUR-YEAR-OLD PROGRAM

<i>Position Title</i>	Early Childhood Educator (Four-Year-Old Program)
<i>Employment</i>	Permanent Part-Time
<i>Hours</i>	16.5 hours per week (Monday, Wednesday, Friday)
<i>Salary</i>	In accordance with the Victorian Early Childhood Teachers and Educators Agreement 2016 (depending on skills and experience)
<i>Commencement Date</i>	7 May 2018

BACKGROUND

Yandell Kindergarten provides three-year-old and four-year-old kindergarten programs based on the practices and principles of Rudolf Steiner. We strive to create a warm and nurturing environment and to develop imagination and wonder in every child.

COMMITMENT TO THE SAFETY AND WELLBEING OF CHILDREN

Yandell Kindergarten is committed to safety and wellbeing of all children. This will be the primary focus of our care and decision-making. Yandell Kindergarten has zero tolerance for child abuse. Yandell Kindergarten is committed to providing a child safe environment where children are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Yandell Kindergarten has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

POSITION OBJECTIVE

- Work cooperatively as a member of a team, and assist with the provision of a high quality Steiner educational program for children in our four-year-old kindergarten program.
- Operate in a professional manner at all times, meeting the requirements of the Department of Education and Training (DET) *Kindergarten Guide*, the *Education and Care Services National Law Act 2010*, *Education and Care Services National Regulations* and the Quality Improvement Plan, policies and procedures of Yandell Kindergarten.

ORGANISATIONAL RELATIONSHIP

The educator is responsible to the four-year-old teacher on a day-to-day basis for implementing the program's aims and is accountable to the committee of management (employer).

RESPONSIBILITIES AND DUTIES

General responsibilities

- Work under the direction of the four-year-old teacher in accordance with the requirements the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations*.
- Be aware of, and assist with, implementing Yandell Kindergarten's policies and procedures.

- Assist with the delivery of the program including preparation of activities, general cleanliness and safety of the service and the packing away of equipment and materials as directed by the teacher.
- Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- Respect the confidentiality of information relating to parents and children, and comply with the service's Privacy Policy.
- Other duties as directed.

Specific responsibilities

Children

- Assist with the program and daily routines, as directed by the four-year-old teacher.
- Assist the four-year-old teacher in the provision of a healthy, safe and welcoming environment for the children and families attending the service.
- Assist in working with individual and small groups of children.
- Attend to the physical, social and emotional needs of the children as required.
- Ensure that any child or group of children in the educator's care are adequately supervised, and that every reasonable precaution is taken to protect them from any hazard.
- Inform the teacher, or the committee, if the requirements of the Regulations or the Act are not being met.
- Participate in the planning of the educational program including taking written observations of children as required.

Parents

- Assist in developing good relationships and effective communication with families.
- Encourage and assist parents to consult with the teacher on issues of children's development and program.
- Maintain confidentiality on all issues relating to children and families and comply with the service's Privacy Policy.

Staff

- Work as a member of a cooperative and professional team.
- Attend meetings as directed by the teacher and/or committee.
- Participate in an annual performance review.
- Propose relevant professional development and training programs, and participate in professional development activities, as approved or requested by the committee.
- Ensure correct safety procedures are followed at all times, including when lifting heavy objects.

Committee of Management (employer)

- Work in a cooperative manner with the committee, ensuring open communication on issues pertaining to the service.
- Act professionally towards resolution of any conflict that may arise.
- Attend meetings outside normal working hours as requested by committee, with appropriate notice and remuneration in accordance with the applicable industrial agreement.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the committee of management (employer). Daily duties will be directed by the four-year-old teacher.

ESSENTIAL SKILLS AND COMPETENCIES

Specialist skills and knowledge

- A sound knowledge and understanding of early childhood development and education.
- Qualifications, training and/or experience in Steiner education will be highly regarded.
- Ability to plan and manage time effectively with limited direction.

Interpersonal skills

- Ability to communicate effectively with children, committee, parents, staff and other professionals.
- Work in a cooperative, flexible and professional manner with children, parents, staff, other professionals and committee.
- Well developed communication and self-motivation skills.
- Ability to ensure confidentiality of information.

Essential requirements

- An approved Certificate III level Education and Care qualification or equivalent.
- A current Working with Children Check which demonstrates suitability for employment in a children's service.
- A current approved first aid qualification, anaphylaxis management training and emergency asthma management training, in accordance with the *Education and Care Services National Regulations* and service policies.

SALARY AND OTHER CONDITIONS

- Salary and conditions are in accordance with the current Victorian Early Childhood Teachers and Educators Agreement 2016, depending on skills and experience.
- Hours of employment will be as follows:

Day	Start Time	Finish Time	Contact Time	Non-contact Time
Monday	7.45am	1.15pm	5 hours 15 minutes	15 minutes
Wednesday	7.45am	1.15pm	5 hours 15 minutes	15 minutes
Friday	7.45am	1.15pm	5 hours 15 minutes	15 minutes
			15 hours 45 minutes	45 minutes

- Total hours will be 16.5 hours per week, which includes 15 hours and 45 minutes of contact time and 45 minutes of non-contact time.