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## EDUCATOR POSITION DESCRIPTION

### RESPONSIBILITIES

To work within Service policies and procedures and the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations to:

1. Provide quality home based education and childcare in a safe and healthy environment.
2. Ensure that the physical, social, emotional and intellectual needs of the children are met.
3. Be accountable to the children's parents/guardians for the safety and well being of the children in education and care.

### KEY AREAS

- EDUCATION & CHILDCARE
- ADMINISTRATION
- PROFESSIONAL DEVELOPMENT

### EDUCATION & CHILDCARE

1. To provide an environment that is conducive to the health, safety, development and care of children.
2. To demonstrate an understanding of children's behaviour and development and be able to respond in a manner that supports learning and outcomes in the context of their families and the community we live in.
3. To program for a range of activities and experiences, which are designed to promote the physical, social, emotional and intellectual development of each child and which reflects the Early Years Learning Frameworks.
4. To use positive behaviour guidance techniques with children.
5. To ensure close supervision of children in care at all times.
6. To ensure that all meals and snacks served to children are varied, nutritionally adequate and provided at regular intervals.
7. To spend equal time each day nurturing and interacting with the individual children in your care.
8. To provide feedback to parents about the child's day and receive feedback from parents as required.
9. To ensure that all records and information remains confidential and any discussions regarding this are held with the Coordination Unit staff **only**.

### ADMINISTRATION

1. To maintain accurate attendance records for each child in care.

2. To comply with other administrative requirements of the service.
3. To maintain a register of up to date emergency telephone numbers, such as parent, doctor, service etc.
4. To ensure any child in education and care with a diagnosed health condition has a medical response plan for that condition and a communication and risk management plan are developed with the parent.
5. To maintain a daily record of accidents, illness, administration of medications, changes in children's behaviour etc. in accordance with the service requirements.
6. To maintain routine outing agreements with families and risk assess each individual outing.
7. To provide a risk assessment and parent agreement for all other excursions.
8. To abide by the Educator Participation Agreement.

### **PROFESSIONAL DEVELOPMENT**

1. To participate in continuing education programs provided by the Coordination Unit or other appropriate organizations e.g. Community Childcare, Gowrie and Royal Children's Hospital Centre for Child Health.
2. To work as a member of a team with Our Village Family Childcare Service e.g. educator buddy groups, back up care provision.

### **ORGANISATIONAL RELATIONSHIPS**

- Accountable: Our Village Family Childcare, through Sunbury Cobaw Community Health
- Supervises: Children in Education & Care
- Internal Liaisons: Coordination Unit staff, Sponsoring Body SCCH, Other Care Providers, Playgroups /Excursion Volunteers
- External Liaisons: Parents, Organisations as referred i.e. Gowrie, Peak Body – Family Day Care Australia, Community Childcare, Inclusion Support Agencies

### **KNOWLEDGE & SKILLS**

- ✓ Knowledge of the Early Childhood Frameworks: Belonging, Being and Becoming, Victorian Early Years Learning and Development Framework, My Time Our Place for School Age children.
- ✓ Knowledge of child development, hygiene procedures, nutrition & food handling, positive behaviour guidance strategies, maintaining safe environments, first aid, asthma & anaphylaxis management.
- ✓ The ability to communicate effectively with the children and adults who are clients of the service.
- ✓ Literacy and numeracy skills.
- ✓ The ability to provide appropriate environments for children.
- ✓ The ability to plan an appropriate daily routine for children in care.

- ✓ Organisational skills.

### **INTERPERSONAL SKILLS**

- ✓ Acceptance of the need for a range of education and childcare choices.
- ✓ A positive attitude to the service as an education and childcare option and a strong commitment to provide quality education and care within the service.
- ✓ Acceptance of and sensitivity to the individual differences of young children and their families.
- ✓ Commitment to the need for confidentiality.
- ✓ Recognition of the need to communicate effectively and regularly with the Coordination Unit staff.
- ✓ Flexibility and willingness to be open to new ideas.
- ✓ Recognition of own physical and emotional needs and limitations.

### **QUALIFICATIONS & EXPERIENCE**

- ✓ A minimum of Certificate 111 in Children's Services.
- ✓ Previous experience with children is highly desirable.
- ✓ A current Apply First Aid Certificate – must be approved course by ACECQA.
- ✓ A current Anaphylaxis Management Certificate – must be approved course by ACECQA.
- ✓ A current Asthma Management Certificate – must be approved course by ACECQA.
- ✓ A current Driver's License is desirable.
- ✓ A current Working With Children Check and Criminal History Check (within 6 months if a new educator registration).

### **WORKPLACE LOCATION**

Your own residence, after approval and registration by the Coordination Unit staff.

### **CONDITIONS OF REGISTRATION**

As per the Educator Agreement.