



POSITION DESCRIPTION EARLY YEARS CERTIFICATE III EDUCATOR

P O S I T I O N O B J E C T I V E S

- To work co-operatively and professionally as a member of a team, and assist with the provision of high quality educational programs for the children.
 - To provide an atmosphere that fosters positive communication, where children feel confident in asking questions, offering ideas, sharing information and participating in the program.
 - To operate in a professional manner at all times, meeting the requirements of the Preschool Program Funding Criteria of the Department of Education and Early Childhood Development (DEECD), the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations.
 - It is the responsibility of Certificate III Educators to familiarise themselves with and to work within the policies and procedures of Shine Bright EYM.
-

O R G A N I S A T I O N A L R E L A T I O N S H I P S

Reports to:

- Early Childhood Teacher, Educational Leader, Nominated Supervisor, Early Years Advisor and Chief Executive Officer

Liaises with:

- All Early Years Educators, Shine Bright EYM Head Office, volunteers, students and families
Volunteer Parent Committee
-

Q U A L I F I C A T I O N S A N D E X P E R I E N C E

- Early Childhood Certificate III Educators Qualifications as approved by ACECQA-Australian Children's Education & Care Quality Authority.
 - First Aid Certificate & current CPR -Work place Level 2 or equivalent.
 - Anaphylaxis Management
 - Emergency Asthma Management
 - Current Employee Working with Children's Check (WWCC)
 - Experience working with children desirable.
-

K E Y R E S P O N S I B I L I T I E S A N D D U T I E S

- The Early years Certificate III Educator is sometimes the "Responsible Person in Charge" in the absence of the Nominated Supervisor in relation to the Kindergarten's service approval. The Responsible Person in Charge is responsible for ensuring the service is compliant with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations.
- To collaborate with other staff in developing and providing an educational program which contributes to the following outcomes for each child as per the Education and Care Services National Regulations Reg. 73
 - The child will have a strong sense of identity
 - The child will be connected with and contribute to his/her world
 - The child will have a strong sense of wellbeing
 - The child will be a confident and involved learner
 - The child will be an effective communicator

- To assist in documenting the educational program including assessments of each child's developmental needs, interests, experiences and their participation in the program.
 - To assist in documenting the assessment and critical reflection of the program and assessments of each child's progress against the outcomes of the educational
 - To provide a safe and welcoming environment for the children where each child's health is promoted and protected.
 - To ensure that the physical environment is safe, suitable and provides a rich and diverse range of experiences that promotes children's learning and development.
 - To work collaboratively with colleagues, to affirm, challenge, support and learn from each other to further develop skills and improve practice and relationships.
 - To develop warm and respectful relationships with children and families and to always behave in a manner that is ethical.
 - To develop collaborative relationships with families that supports and values families expertise and beliefs and allows for families to be involved with and contribute to decision making about their child's learning and wellbeing.
 - To work co-operatively with the Shine Bright EYM Head Office staff to ensure the preschool operates in a safe work environment and that staff follow safe work practices i.e. ensuring safe work practices when alone at the service.
 - To participate in professional development which complies with the requirements of the VECTAA and ensures the professional standards guide practice, interactions and relationships.
 - To work in a co-operative manner with Shine Bright EYM Head Office ensuring open communication on all issues pertaining to employment, program and regulatory requirements of the kindergarten.
 - To contribute to regular review of the educational philosophy of the service to ensure that it reflects the educational practice of the service.
 - To ensure effective assessment and quality improvement practices are in place.
 - Other duties may be required as negotiated between staff and Shine Bright EYM Head Office
-

S A L A R Y A N D C O N D I T I O N S

- Terms and conditions as per Victorian Early Childhood Teachers and Assistants Agreement (VECTAA) 2009
- Level of appointment to be based on qualifications, skills, experience, individual service and Shine Bright EYM requirements
- Hours of duty each year are based on the operational needs of the Shine Bright EYM and may be subject to change.
- Hours of duty and terms of appointment are documented in an annual letter of employment. All rostered hours are to be completed at the workplace, except in extenuating circumstances as agreed formally between educators and early years advisors.
- Participation in regular appraisal/review processes.
- Complete PDEP plan.
- You are required to do general cleaning work as part of your regular daily routine; this includes cleaning toilets and shall be paid \$1.54 extra per day.