



POSITION DESCRIPTION
EARLY YEARS DIPLOMA EDUCATOR
(Maiden Gully Kindergarten program)

P O S I T I O N O V E R V I E W

The Early Years Diploma Educator (Diploma Educator) primary purpose is to support teachers and other educators to deliver a high quality kindergarten education program.

The kindergarten program will operate concurrently with the long day care program at the Hub. The design of the Hub allows children in different sessions to mix together in shared areas, activities and events. The operation of concurrent programs will also see enrolled children in a program, from to time, be mixed in with groups of children enrolled in other programs. Educators will provide flexible support to other sessions, whether kindergarten or long day care, as required to ensure optimal educational, operational and safety outcomes for all children.

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 Kindergarten Guide” (for funded Kindergarten) of the Department of Education and Training (DET), the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations.
 - To be familiar with and to work within the policies and procedures of Shine Bright EYM.
 - To support the aims, objectives and philosophy of the service.
 - To provide flexible support to other areas within the Maiden Gully Hub (Hub) including support to the long day care program.
-

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

Liases with:

- All Early Years Educators, Long Day Care program staff, other Hub staff, Shine Bright EYM Central Office and Management, volunteers, students, families and 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 Diploma Qualifications as approved by ACECQA-Australian Children's Education & Care Quality Authority
 - To have a comprehensive knowledge of the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations
 - 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 essential
 - Experience working in kindergarten settings 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 Diploma 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, and
 - 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 program.
- 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 communicate openly, positively and respectfully with all Shine Bright staff to develop and maintain warm respectful relationships with children and families and to always behave in a manner that is ethical, ensuring privacy and confidentiality is maintained.
- 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 provide support to the long day care program, from time to time, including to assist maintain ratios, supervise children in mixed program areas inside and outside the building and assist where joint program activities or events occur.
- To work co-operatively with the Shine Bright EYM Central Office staff and Managers to ensure the service 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 and ensures the professional standards guide practice, interactions and relationships.
- To work in a co-operative manner with Shine Bright EYM Central Office and Managers ensuring open communication on all issues pertaining to employment, program and regulatory requirements of the service.
- To contribute to regular review of the educational philosophy of the service to ensure that it reflects the educational practice.
- To ensure effective assessment and quality improvement practices are in place.
- It is the responsibility of each staff member to ensure that they comply with Work Health and Safety legislation as well as Shine Bright EYM policies and procedures and safe work practices.
- To assist with the review of policies and procedures in consultation with other Early Years Educators.
- Complete a PDP; participate in training and development activities as appropriate, and as directed, to enhance personal development.
- Attend and participate in Pedagogical Collaboration meetings.
- Carry out general cleaning work as part of your regular daily routine.
- Delegated duties as and when required between staff, Nominated Supervisor and Shine Bright EYM Central Office and Management

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 2016 (VECTEA)
- 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 at the beginning 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 performance appraisal/review processes and to reflect on and seek to develop own work performance.
- Complete Professional Development Plan.

Signatures of parties:

I (employee name) accept this position description including all items, tasks, content and responsibilities. I also acknowledge that this position description will be periodically reviewed and updated to ensure operational requirements continue to be met.

Employee Name
Date:

Employee Signature

Manager Name
Date:

Manager Signature