



POSITION TITLE:	Early Childhood Educator Diploma	CLASSIFICATION:	Casual <input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input type="checkbox"/>
SERVICE / FACILITY:	St Nicholas Early Education	LOCATION:	
DIRECT REPORTS:	Educational Leader and Director		
RELATIONSHIPS:	<ul style="list-style-type: none"> • General Operations Manager; • Operations Manager; • Director; • Staff and Educators; • Children, Parents and Community 		

OVERALL POSITION OBJECTIVE:

As an Early Childhood Educator, you are expected to be an active Leader of a team which provides high quality early childhood education and care to children.

This includes:

- Developing strong relationships with children at St Nicholas;
- Developing strong relationships that support and partner with families;
- Implementing the policies and associated procedures of St Nicholas at all times; and
- Working with other staff towards continuous improvement in all areas of St Nicholas.

ORGANISATIONAL ENVIRONMENT

The Catholic Diocese of Maitland – Newcastle, led by Bishop William Wright, provides pastoral, social welfare and educational services for the community in the Newcastle, Lake Macquarie, Hunter and Manning.

St Nicholas Early Education centres are supported by the Early Education team at the Catholic Diocese of Maitland-Newcastle. Our organisation prides itself on core values of care and compassion, and offer assurance of quality management and practices throughout our centres.

We aim to provide an environment that recognises the value of family and developing secure, respectful and reciprocal relationships.

QUALIFICATIONS REQUIRED:

Diploma in Children’s Services as identified by Australian Children’s Education and Care Quality Authority.

COMPETENCIES, SKILLS & EXPERIENCE REQUIRED:

Essential

- An approved Diploma level qualification for the purposes of the education and care services, national law and regulations;
- Child protection qualification;



- Current First Aid Certificate, Anaphylaxis and Asthma Management training;
- Working with Children Check verification number;
- A minimum of 2 years experience working as Child Care Educator with an early childhood service;
- Demonstrated understanding of:
 - ✓ National Quality Framework (NQF)
 - ✓ Early Years Learning Framework (EYLF);
 - ✓ Child Protection and Mandatory Reporting;
 - ✓ Workplace Health and Safety issues.
- Knowledge of the stages of physical, emotional, cognitive, social and cultural development of children;
- The capability to engage children through activities and experiences appropriate for age groups / stages of development;
- Knowledge of health, hygiene and the nutrition needs of children;
- The ability to communicate effectively with children, families and staff;
- Experience in / or interest in additional needs / challenging behaviours;
- A commitment to your own ongoing professional development in early childhood;
- The ability to undertake the physical requirements involved within an early childhood setting.

Desirable

- Experience in sport directional coaching;
- The ability to engage with children through playing a musical instrument;
- Knowledge and practice of a second language;
- The ability to incorporate relaxing / meditation or yoga techniques in an early education setting.

KEY ACCOUNTABILITIES

KEY PERFORMANCE AREA: General Responsibilities

Key Tasks:

- To demonstrate and work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*;
- Working in accordance with the *Code of Ethics of the Early Childhood Australia*;
- Implementing St Nicholas' philosophy in undertaking all other duties;
- Working in accordance with the policies and associated procedures of St Nicholas; and
- Facilitate the implementation of contemporary, research based practices at St Nicholas;
- Provide ongoing support and assistance to other staff in all areas of St Nicholas Early Education.

Performance Indicators:

- Evidence of implementation of St. Nicholas philosophy in daily program
- Adheres to correct policies and procedures and ensures room staff are correctly following at all times
- Communicates well with staff at all times and provides guidance, assistance and feedback when necessary

KEY PERFORMANCE AREA: Educational Program & Practice

Key Tasks:

- Ensure implementation of the St Nicholas statement of philosophy and that it guides the pedagogy and teaching decisions;
- Contribute to the development of programs which reflect the *Early Years Learning Framework (EYLF)*;
- Ensure curriculum decision making contributes to each child's learning and assist children to enhance their connection with community, wellbeing, confidence as learners and effectiveness as communicators;
- Help children develop the outcomes of the EYLF:
 - ✓ A strong sense of their identity;
 - ✓ Connections with their world;
 - ✓ Strong sense of wellbeing;
 - ✓ Confidence and involvement in their learning; and
 - ✓ Effective communication skills.
- Assist with the implementation of a play based learning environment responsive to children's interest, strengths and abilities;
- Contribute to the planning, implementation, evaluation and reflection of programs which reflect the emerging skills and interests of children;
- Implement intentional teaching strategies to scaffold and guide children's interest and learning;
- Assist with the implementation of daily routines and use routine times as opportunities for learning;
- Under the guidance of the Educational Leader, plan children's learning and the documentation of this so as to make their learning visible;
- Under direction of the Educational Leader, maintain ongoing records of the child's development and records of children's assessments against learning outcomes;
- Engage in critical reflection and evaluation of children's learning and this is used as a primary source of future planning;
- Use informational technology to support and extend children's learning;

Performance Indicators:

- Examples of development and implementation of age appropriate program
- Ensures program is age appropriate, flexible and inclusive – being responsive to children’s needs and abilities
- Evidence of critical reflection of program and teaching practices
- Consistent reference is made to EYLF in documentation and planning
- Demonstrates a sound understanding of outcomes, principles and practices of EYLF and uses these as a basis for curriculum decision making
- Interactions engaged in and experiences provided are meaningful – child led and interest based
- Enthusiastically leads and implements all facets of daily program/routine
- Examples of records of children’s assessments and outcomes
- Constantly engages in reflective practices and seeks input from fellow educators

KEY PERFORMANCE AREA: Children’s Health and Safety**Key Tasks:**

- Ensure each child’s health needs are supported;
- Ensure that children are safe and adequately supervised at all times;
- Take responsibility to ensure a potential supervision risk is reported to other educators or Director;
- Take responsibility for the protection and rights of children attending St Nicholas;
- Ensure that the environment is safe, supportive, stimulating and educational for children;
- Respond positively and consistently to children’s additional needs/requirements – diet/allergies, developmental etc.;
- Ensure a high standard of hygiene is maintained in compliance with procedures and policies;
- Administer first aid and medication in compliance with procedures and policies;
- Ensure accurate and detailed records of injury/accident/trauma and medication forms are kept;
- Become familiar with all policies regarding health and safety at St Nicholas;
- Support children’s individual wellbeing and comfort in sleep, rest and relaxation;
- Assist to ensure the St Nicholas’ child protection policy is implemented:
- Inform the Director of any allegations or convictions of a child protection nature against any other employees, of which you become aware; and
- Ensure compliance as a mandated reporter which requires reporting to Community Services, where there is reasonable grounds to suspect that a child is at risk of significant harm.

Performance Indicators:

- Is aware of supervision expectations and advises other educators if they need to leave a supervision area and is confident to redirect other staff to areas of supervision
- Uses initiative to address and correct areas that pose a risk to children. Responds by using appropriate hygiene procedures
- Informs fellow staff about additional needs/requirements of children and leads/implements appropriate procedures
- Examples of first aid/medication and accident/illness documents completed
- Understanding of health and safety requirements of St. Nicholas and exclusion periods of children with illness
- Documents and communicates any child welfare concerns to Director and room educators – maintaining discretion and confidentiality
- Adheres to correct child protection legislation and provides guidance to other educators when dealing with concerns

KEY PERFORMANCE AREA: Physical Environment

Key Tasks:

- Ensure St Nicholas is ready for operation at the beginning of each day when rostered on each day;
- Contribute to the development of an environment for children which fosters curiosity, exploration and problem solving;
- Maintain respect for the learning environments, both indoors and outdoors;
- Maintain supplies and equipment levels for the room or centre in accordance with St Nicholas policies;
- Assist to maintain the aesthetics of the environment along with the children;
- Maintain a clean and safe work environment;
- Conduct daily and monthly workplace inspections and risk assessments and as per schedule provided. E.g. – opening / closing checklist, toys and equipment cleaning checklist, safe building checks etc.;
- Assist St Nicholas to ensure environmental sustainability practices is embedded in all areas of the program;
- Support children to become environmentally responsible.

Performance Indicators:

- Diligently prepares indoor and outdoor environments in a timely and efficient manner
- Evidence of completed safety checklists (indoor/outdoor)
- Evidence of planning for, setting up and evaluating both indoor and outdoor play environments
- Correctly completes resource checklists and notifies Director of resources required
- Reports ALL accidents and identified hazards to Director promptly and takes appropriate action
- Participates in daily/weekly cleaning schedules of classrooms and bathrooms
- Ensures other room educators are engaging in cleaning procedures
- Provides experiences whereby children become socially responsible and demonstrate respect for the environment

KEY PERFORMANCE AREA: Staffing Arrangements

Key Tasks:

- Maintain educator-to-child ratios and qualifications at all times;
- Demonstrate the service code of conduct/code of ethics in all interactions and relationships at St Nicholas;
- Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness;
- Fulfil requirements and documentation as the responsible person on duty as required;
- Be proactive in contributing to a supportive team environment;
- Lead, guide and support staff to implement the program;
- Maintain professional and ethical standards at all times when dealing with families, educators and the children;
- Act as a mentor and role model for other educators;
- Attend staff meetings as required and actively contribute to these meetings through shared observations of children and sharing new ideas;
- Communicate effectively and respectfully, contribute equally and cooperate constructively with fellow staff;
- Participate in ongoing professional development and training programs.

Performance Indicators:

- Understanding of family grouping, child educator ratios, adheres to these and guides/assists educators when



- ensuring ratios are maintained
- Demonstrates and articulates understanding of the role and responsibilities of being a nominated 'Responsible Person'
- Evidence of leading age appropriate program – providing guidance and encouragement of ALL educator involvement, ensuring a collaborative approach to curriculum
- Aware of room educator's strengths and abilities and utilises these effectively – ensuring all educators contribute fairly to the program
- Regularly attends meetings and discusses room happenings
- Evidence of engagement in professional development
- Listens to feedback and suggestions from fellow educators and deals with in a constructive manner

KEY PERFORMANCE AREA: Relationships with Children

Key Tasks:

- Ensure each child has a sense of belonging, being and becoming within St Nicholas;
- Ensure respectful, equitable and genuine relationships with all children are maintained at all times;
- View and respect children as competent, capable learners and engage in meaningful interactions through shared decision making with them;
- Support each child to manage their own behaviour and encourage this with positive behaviour guidance strategies;
- Role model positive interactions and behaviour guidance strategies;
- Respect children's similarities, differences, cultures and diversities;
- Ensure each child's dignity and the rights of each child are maintained at all times;
- Respond to the emotional, social and wellbeing needs of each child;
- Provide physical care, assisting children in toileting, dressing and meal times; and all of these opportunities are viewed as teachable moments;
- Form positive, comforting and nurturing relationships with children;
- Assist in maintaining up to date records of the children within your group.

Performance Indicators:

- Evidence of development of strong, secure, trusting and respectful relationships with ALL children during all facets of program/routine
- Interactions are consistently warm, genuine and nurturing
- Implements and ensures that appropriate behaviour management techniques used with children are consistent
- Meaningful interactions and verbal language with children are evident within indoor and outdoor environments
- Is responsive and sensitive to children's interests, strengths and abilities – viewing them holistically
- Views children as competent and capable
- Is a positive role model for all children – treating them with dignity and respect and speaks down at the child's level and uses appropriate tone
- Provides encouragement and guidance during experiences – supporting development of a positive self-esteem and concept
- Demonstrates appropriate verbal and non-verbal skills when interaction with educators and children. Conversations engaged in are appropriate and relevant

KEY PERFORMANCE AREA: Collaborative Partnerships With Families and Communities

Key Tasks:

- Develop and maintain positive and respectful relationships with families;
- Ensure all families are supported and child rearing practices and beliefs are respected which contribute to joint partnerships being consistently implemented;
- With guidance from the Director, engage positively in the orientation, enrolment and transition processes for families and children;
- Share information with families relating to their child and the daily activities of St Nicholas;
- Create a safe, supportive and informative environment for families;
- Act as a resource person for families;
- Maintain the confidentiality policy on children, families and educators at all times;
- Encourage families to contribute to the community of the centre;
- Be an advocate for high quality services for children in our community;
- With guidance from the Director, support families to access inclusion support and assistance;
- Ensure students on placement are positively welcomed, supported and assisted and be a student supervisor when required.

Performance Indicators:

- Invites families to participate in program and views them as equal partners
- Initiates and engages in open, honest, two-way communication with parents/families
- Acknowledges family members by name
- Evidence of information sharing with families
- Addresses family concerns in a respectful and sensitive manner
- Acknowledges and works collaboratively with families – goal implementation and information sought is included in the program
- Diligently passes on information from parents/families
- Makes information available and ensures it is 'parent' friendly
- Welcomes new families and completes orientation process

KEY PERFORMANCE AREA: Leadership and Service Management

Key Tasks:

- Become familiar with St Nicholas' policies and procedures;
- Assist with administrative duties as requested;
- Ensure the Director is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of St Nicholas;
- Advocate for children and their families;
- Assist in the implementation of St Nicholas Early Education's *Quality Improvement Plan* as directed;
- Positively promote and market the centre to families and the community;
- Attend management committee meetings if requested;
- Keep up to date with current developments in the early childhood education and care sector and engage in professional development opportunities.

Performance Indicators:

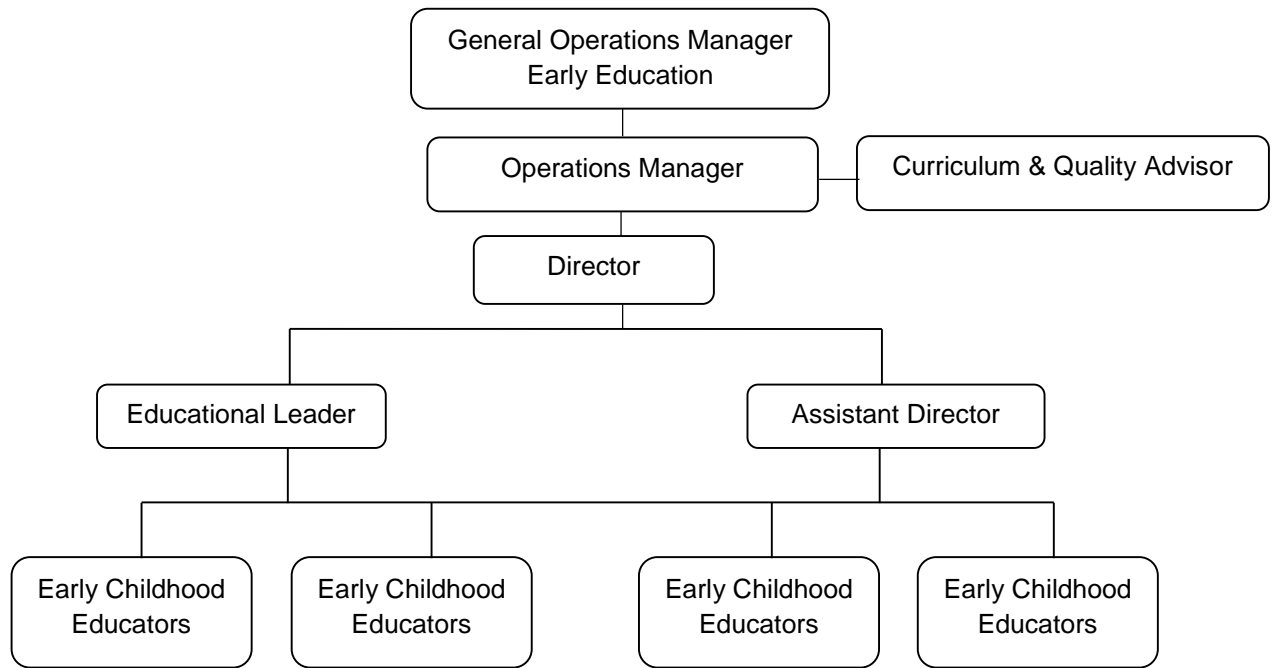
- Evidence of seeking information and remaining up to date with changes/developments within child care industry – improving on professional practices and informs room educators of significant changes



- Demonstrates sound understanding of policies and procedures – is able to articulate and find specific information as a reference point
- Examples of leading discussions and contributions to monthly QIP
- Provides guidance and support to fellow educators and delegates tasks positively
- Ensures fellow educators complete all tasks they are required to do
- Provides opportunity for group reflection and informs fellow educators of changes to children’s enrolments and program
- Regularly and actively participates in staff meetings – contributing thoughts and ideas and engaging in productive conversations
- Seeks clarification of information and advice from Director when dealing with difficult situations and deals with conflict resolution in an appropriate and timely manner
- Takes appropriate actions if policies and procedures are not being followed
- Provides guidance and support to students and volunteers and leads by example

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ORGANISATIONAL CHART FOR THIS POSITION



EMPLOYMENT CONDITIONS:

Performance Management:

Performance agreement annually with appraisal and regular reviews.

Reward & Recognition:

Educational and development opportunities negotiated annually as per performance appraisal.

OTHER RELEVANT INFORMATION:

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese.
- Any criminal or civil action taken against the occupant must be reported immediately to the Vice Chancellor - Administration;
- Take reasonable action to familiarise himself/herself with St Nicholas’s policies and procedures;
- Not take advantage of their role in the Diocese for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Diocese; and
- Be familiar with, and observe, Diocesan policy and procedures as covered in your induction.

I have read the above Position Description and understand my role and expectations with St Nicholas Early Education.

EMPLOYEE SIGNATURE:		DATE:	
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