



POSITION TITLE:	Early Childhood Educator Trainee	CLASSIFICATION:	Casual <input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input type="checkbox"/>
SERVICE /FACILITY:	St Nicholas Early Education	LOCATION:	
DIRECT REPORTS:	Room Leader and Director		
RELATIONSHIPS:	<ul style="list-style-type: none">• Operations Manager;• Director;• Educators/Education Leader;• Children and parents.		
OVERALL POSITION OBJECTIVE: <p>As an Early Childhood Educator, you are expected to be an active member of a team which provides high quality early childhood education and care to children. This includes:</p> <ul style="list-style-type: none">• 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: <p>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.</p> <p>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.</p> <p>We aim to provide an environment that recognises the value of family and developing secure, respectful and reciprocal relationships.</p>			
QUALIFICATIONS REQUIRED:	<ul style="list-style-type: none">• No prior qualifications required;• To undertake the Certificate III - Early Childhood Education and Care Workbased Traineeship CHC30113		

COMPETENCIES, SKILLS & EXPERIENCE REQUIRED:

Essential

- Working With Children Check verification number.
- Computer literacy in order to document examples of learning stories.

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
- Provide ongoing support and assistance to other staff in all areas of St Nicholas Early Education.

Performance Indicators:

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 as requested 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;
- Assist with the implementation of daily routines and use routine times as opportunities for learning;
- Under direction of Room Leaders, contribute to the planning of children's learning and the documentation of this so as to make their learning visible;
- Under direction of Room Leaders, 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;
- Consider that programming reflects the values and philosophy of St Nicholas, cultural backgrounds and



beliefs of families and demonstrates equity and respect for individuals;

- Interactions with children are consistent with teachers' agreed behaviour management techniques;
- Demonstrate an understanding of the EYLF and how it forms the basis of curriculum development.

Performance Indicators:

- Examples of input to the programme
- Interactions with children are meaningful and guided by child's interest
- Actively participates in all facets of routine
- Assists and follows direction to set up experiences
- Seeks information about programming and planning and experiences provided
- Examples of records of children's assessments and outcomes
- Provides positive guidance for behavior management

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;
- Support children's individual wellbeing and comfort in sleep, rest and relaxation;
- Inform team leader promptly and take appropriate action for sick or injured children;
- Use required documentation for medication, injury/incident and hazard reporting;
- Inform room leader promptly and take appropriate action for any safety risk and/or hazards to children;
- Participate in and maintain documentation of daily cleaning and hygiene duties;
- Follow hygiene policies for food handling;
- Practice and adhere to St Nicholas WHS procedures;
- 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 at any time
- Uses initiative to address area that need cleaning up and uses appropriate hygiene procedures to do so.
- Examples of first aid/medication and accident completed documents.
- Communicates with other educators to inform of any child related issue or hazards to children
- Correctly adheres to hand hygiene practices – wearing of gloves and hand washing procedures at ALL required times

KEY PERFORMANCE AREA: Physical Environment

Key Tasks:

- 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;
- Report all workplace accidents and hazards to the Director; implement immediate action for identified hazards if able to do so;
- 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 are embedded in all areas of the program;
- Support children to become environmentally responsible and show respect for the environment;
- Assume an equal share of cleaning duties;
- Carry out duties preparing, and maintaining both indoors and outdoors environments;
- Completes appropriate documentation in accordance to procedures and policies for both indoor and outdoor environments.
- Uses finite resources, including paper, energy, fuel and water as efficiently as possible.

Performance Indicators:

- Evidence of planning for, setting up and evaluating both indoor and outdoor play environments
- Reports ALL accidents and hazards to Director and Room Leader
- Evidence of embedded sustainability practices within program
- Participates in required daily/weekly cleaning schedules of classrooms and bathrooms

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;
- Be proactive in contributing to a supportive team environment;
- Maintain professional and ethical standards at all times when dealing with families, educators and the children;
- Practice staff confidentiality at all times;
- Share ideas and opinions with other staff members;
- Communicate effectively and respectfully, contribute equally and cooperate constructively with fellow staff;
- Participate in ongoing professional development and training programs.

Performance Indicators:

- Acknowledges and respects ALL staff members
- Examples of contribution to staff morale, extra curricula events and sharing of resources and ideas
- Listens to feedback and suggestions from other staff and deals with this in a constructive manner
- Regularly attends meetings and discusses room happenings

KEY PERFORMANCE AREA: Relationships with Children**Key Tasks:**

- Ensure each child has a sense of belonging, being and becoming within St Nicholas;
- Maintain respectful, equitable and genuine relationships with all children are maintained at all times;
- View and respect children as competent and capable 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;
- 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.
- Treat all children with respect and equality taking into account children's cultural diversity and needs;
- Use appropriate, verbal skill and behaviour management techniques with children;
- Provide guidance and supervision at activities.

Performance Indicators:

- Uses appropriate behaviour management techniques with children that have been implemented and discussed with Room Leader and families
- 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
- Interactions are consistently warm, genuine and nurturing

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 contributes to joint partnerships being consistently implemented;
- With guidance from the Director or room leader, 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, families are supported to access inclusion support and assistance;
- Ensure students on placement are positively welcomed, supported and assisted;
- Seek parental input and work in collaboration with parents to plan and implement developmental needs and goals for children;
- Adhere to confidentiality policies.

Performance Indicators:

- Initiates and engages in open, honest, two-way communication with parents/families
- Acknowledges family members by name
- Evidence of information sharing with families
- Acknowledges and works collaboratively with families – goal implementation and information sought is included in the program
- Diligently passes on information from parents/families

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 St Nicholas’ meetings.
- Participate in policy review process;
- Demonstrate effective time management skills;
- Deal with conflict resolution in an appropriate and timely manner;
- Demonstrate effective and current knowledge of childcare regulations.

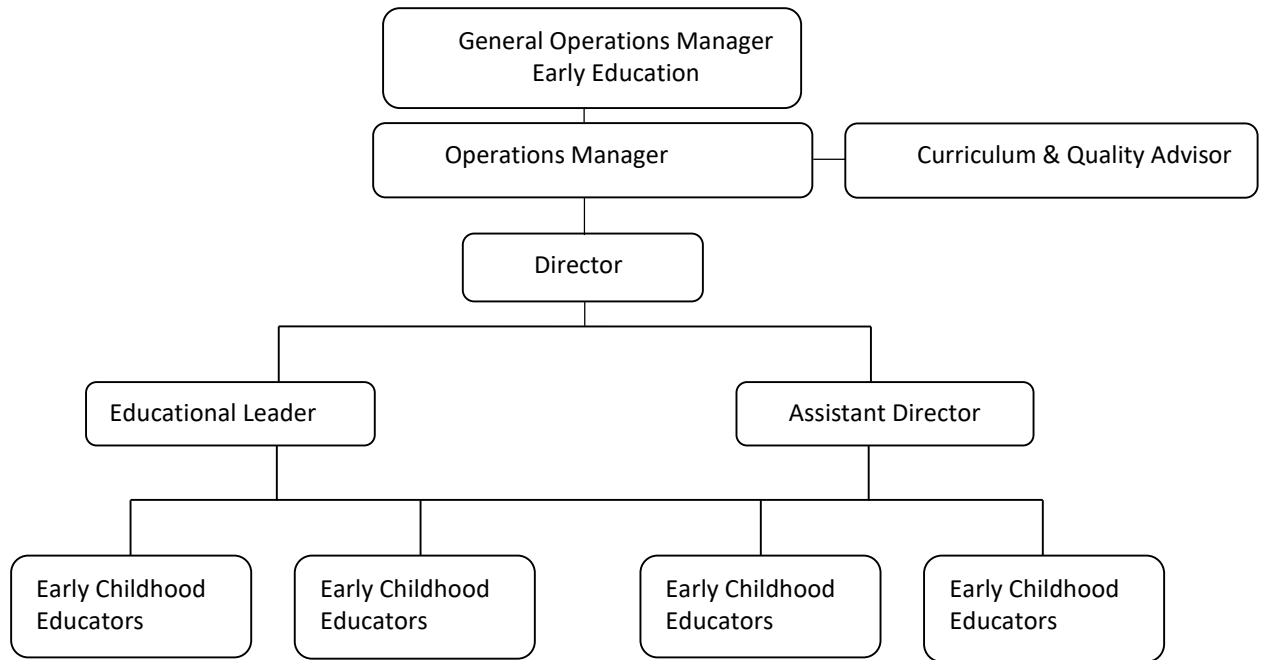
Performance Indicators:

- Demonstrates sound understanding of policies and procedures – is able to articulate and find specific information as a reference point
- Contributions to QIP
- Regularly and actively participates in staff meetings – contributing thoughts and ideas and engaging in productive conversations
- Seeks clarification of information and advice from Room Leader or Director when dealing with difficult situations

Continued on the next page.



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:

