



## Early Childhood Educator

**Reports to:** Centre Director  
**Unit/Centre/Program:** Integrated Services  
**Date:** March 2014

### Primary Objective

Work as part of a team to provide quality childcare services whilst observing the policies, procedures, values and philosophies of SDN Children's Services.

### Selection Criteria

#### Knowledge, Skills and Experience

- Any of the following qualifications – Diploma of Children's Services (Centre Based Care), Diploma of Community Services (Children's Services), Diploma of Social Science (Child Studies), Associate Diploma of Social Science (Child Studies), Certificate of Child Care Studies, Certificated Mothercraft Nurse, Enrolled Nurse, Registered Nurse
- Knowledge of the National Quality Standards
- Knowledge of the Early Years Learning Framework
- Working with Children Check (NSW) / Working with Vulnerable People Check (ACT)
- Current First Aid Certificate
- Asthma and Anaphylaxis certificates (preferable)
- Certified Supervisor number (preferable)
- Computer skills
- Excellent oral and written communication skills
- Experience in a similar role

#### Personal Qualities

- Initiative and capacity to work with minimal supervision
- Effective time management skills
- Flexibility and ability to multi-task
- Demonstrates professionalism and ability to maintain confidentiality
- Maintain a reasonable level of fitness to meet physical aspect of the role
- Willingness to learn about the organisation and work within the philosophy of SDN

### Key Accountabilities

#### Program Development and Room Coordination

- Develop, plan and implement a quality child care and education programming in consultation with team

- May be responsible for the direction of other staff within the group, for which they have responsibility, including allocation of room duties
- Maintain & ensure appropriate communication strategies are being followed within the team

### Relationships with Children

- Communicate positively and openly with children on an ongoing basis
- Promote & guide positive behaviour
- Collaborate with children about their interests
- Respect similarities and differences
- Support children in learning about the decision making process
- Identify and respond to babies / infants cues and needs
- Develop and maintain nurturing relationships
- Create a stimulating, positive and appropriate environment to foster and support development (physical, social, emotional, language, creative and cognitive)
- Create an environment which ensures trust and security and provides flexible routines and smooth transitions
- Provide physical care, assisting children in toileting, dressing and meal times
- Respond to the emotional needs of children
- Assist in the observation and evaluation of the children's development
- Assist in developing good nutritional practices for children
- Ensure that the dignity and rights of each child are maintained at all times
- Maintain up-to-date records for each child within the group
- Implement and maintain the elements of National Quality Standards (NQS) including National Regulations, Law and EYLF

### Relationships with Families and Carers

- Conduct relationships in a professional manner ensuring privacy and confidentiality is maintained; prepared and considered information is provided; opportunities for meaningful exchanges are maximised and problem solving occurs in an ethical and appropriate manner
- Ensure regular exchange of relevant centre based information

### Work within a legal and ethical framework

- Comply with SDN's policies and procedures
- Understand and follow licensing, legislation and regulations relevant to sector, e.g. Education and Care Services National Regulations under the Education and Care Services National Law
- Follow Child Protection guidelines and understand own responsibilities as a Mandatory Reporter
- Work ethically in alignment with The Australian Early Childhood Association Code of Ethics
- Maintain and ensure confidentiality where appropriate

### Relationship and Self-Management

- Contribute to the effective operation of the workplace by supporting colleagues through clear communication, sharing of information, participating as a team player and worker cooperatively with others.
- Establish and maintain positive working relationships with colleagues that are fair, professional, supportive and respectful.
- Reflect on and seek to develop own work performance
- Perform other duties as requested by your manager that fall within the scope of the role.

## Work, Health and Safety

- Responsible for personal health and safety
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities
- Identifies and reports WHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to RTW/WHS Coordinator.