



Business Unit:	Children's Program
Job Title:	Early Childhood Educator (Diploma)
Location:	Docklands
Reports to:	Manager Children's Program
Supervised by:	Early Years Leader
Award/EBA:	Children Services Award 2010
Classification or Banding:	Level 3.4 to 4.3
Directly Related Positions:	Manager Children Program, Assistant Manager Children's Program, Early Years Leader, Leadership Support

Values Alignment

Gowrie Victoria's purpose and strategy is underpinned by our Values which guide us in our daily practice, decision making and actions. To be successful at Gowrie Victoria you must possess the following attributes:

- › Demonstrate the flexibility to learn and grow;
- › Invest time in building relationships;
- › Consistently pursue higher standards;
- › Cultivate a friendly and supportive environment

Role Purpose

To support the Early Years Leader and Leadership Support and role model appropriate practice which is reflective of philosophy, policies, purpose, vision and values.

Organisational Expectations

All Gowrie Victoria employees are expected to:

- Adhere to and apply the Gowrie Victoria Code of Conduct and Values
- Adhere to the principles of Workplace Diversity/EEO, Occupational Health and Safety and participative work practices
- Adhere to regulatory and legislative governing practices
- Adhere to organisation and business unit policies and practices
- Maintain privacy and confidentiality
- Have a willingness and commitment to foster good working relationships with fellow employees, suppliers and service end users.

Key Result Areas (KRA)

The position will be measured against required outcomes that are developed by the organisation to ensure sustainability and continuous development and growth. Further measures will be established within the annual performance review in line with operational and strategic plans. The KRA measures for this role include:

- Understand the organisational Purpose, Vision, Value, Principals, Policies and Procedures and their application to the role
- Develop and maintain positive relationships with children, families and colleagues and the broader community
- Assist in the development and delivery of educational and care programs that align with organisational Purpose, Vision, Value, Principals, Policies and Procedures.
- Role model and maintain the regulatory requirements across educational and care services
- Attend and participate in professional learning
- Provide written accurate documentation that supports practice and compliance requirements.

Position Responsibilities

Team Application

- Support the Early Years Leader and Leadership Support
- Understand and role model the objectives and philosophy of Gowrie Victoria
- Contribute to a positive work culture that supports all members of the team
- Perform under limited direction and monitor own work within a team environment

Pedagogy

- Contribute and assist in the development and delivery of educational and care programs that align with organisational Purpose, Vision, Value, Principals, Policies and Procedures
- Understand and contribute to the Children's Program Quality Improvement Plan
- Plan, implement and evaluate an innovative and inclusive program based on the Gowrie Victoria philosophy and informed by the National and Victorian Early Years Learning Frameworks and the National Quality Standard
- Maintain up-to-date documentation for individual children and groups of children in relation to their learning journeys

- Ensure the provision and maintenance of a rich and safe learning environment that is actively and effectively supervised at all times
- Undertake daily routines which are calm, responsive, reflective of the centre philosophy and based on children's strengths
- Demonstrate a commitment to reflective practice and ongoing professional learning

Relationship Building

- Build open and respectful relationships
- Ensure effective communication strategies are utilised in developing and maintaining good relationships with children, families, colleagues and the broader community
- Attend and support community events as organised by the Parent Sub Committee of the Board
- Proactive application in the resolution of conflict

Compliance

- Have a good knowledge of all relevant legislation and National Quality Standards
- Adherence to the National Quality Framework by ensuring compliance in line with the Education and Care Services National Regulations 2012 and the Education and Care Services National Law Act 2010
- Be an approved certified supervisor and undertake all responsibilities associated with this role as outlined in the Education and Care Services National Regulations 2012
- Understanding of the organisational context including policies, procedures, and practices
- Ensure children's health and safety is maintained at all times
- Ensure that the physical environment is safe and suitable and promotes children's learning

Communication

- Support Early Years Leader in communicating changes and new or changed policies, practices and procedures to team
- Keep up-to-date with organisation emails and action as required
- Promote the use of organisational communication resources
- Be encouraging of change as part of continuous improvement
- Participate in organisational surveys, focus groups, meetings, research and communication initiatives

Occupation Health and Safety

- Responsibility for the health, safety and welfare of all employees (including self), children, students on placement, volunteers, contractors, visitors and members of the public who may be affected by our work
- Abide by all organisation OHS policies and procedures
- Report all incidents to the Health and Safety Representative (HSR) or Manager Children's Programs
- Support and participate in organisation OHS campaigns
- Carry out work in a safe manner at all times

Key Working Relationships

The Early Childhood Educator must be able to build and maintain open, supportive and collaborative relationships with children, families, colleagues and the broader community.

Organisation Policies

All Gowrie Victoria employees are required to comply with organisational and business unit policies and procedures.

Selection Criteria

Education and Qualifications

- Minimum Diploma Children's Services
- Current Working With Children Check
- Current First Aid (HLTAID004 Provide an emergency first aid response in an education and care setting)
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- Current Food Handlers certificate(desirable)
- Be an approved certified supervisor (desirable)

Professional Competencies

- Comprehensive knowledge of the National Quality Framework by ensuring compliance with the Education and Care Services National Regulations 2012 , Education and Care Services National Law Act 2010 and National Quality Standard
- Comprehensive knowledge and application of the Early Years Learning Framework (EYLF) Belonging, Being and Becoming and Victorian Early Years Learning and Development Framework (VEYLDF) through an emergent play based curriculum
- Demonstrated ability to deliver programs that are inclusive, respective of diversity and accommodate additional needs
- Proven ability to be a reflective practitioner of performance and practice

Behavioural Competencies

- Commitment to undertaking ongoing professional development
- Have sound written and oral communication skills
- Ability to prioritise work tasks and be self-motivated
- Able to make decisions with clear judgement and informed knowledge
- Able to self-lead and work effectively within a diverse team

Technical Competencies

- Competent in the use of the MS Office suite of products, in particular Word and Outlook
- Competent in the safe and effective use of Internet Explorer and/or Google Chrome

Employee Acceptance:

I, _____

of _____,

accept this Position Description which is aligned to, and in accordance with, the Contract of Employment with Lady Gowrie Child Centre (Melbourne) Inc. I accept all items, tasks, content and responsibilities outlined within this position description.

Employee Name

Employee Signature

Date: / /

Manager Name

Manager Signature

Date: / /