

## Position Description

Position:	Early Childhood Educator- Certificate III
Location:	Muloobinba Aboriginal Corporation- Hunter
Reports to:	Nominated Supervisor Centre Manager
Responsible to:	CEO Board of Directors
Hours of Work:	Full time/ Casual
Award	Children's Services Award 2010
Probationary period	6 months from commencement date
Performance Review	6 months after the commencement date and annually thereafter
Other Requirements	First Aid certificate, Anaphylaxis and Asthma Management Working with Children Check Number Certificate III Children's Services Qualification

### Scope of the Early Childhood Educator- Certificate III

Nikinpa Children's services Early Childhood Educator (Cert III) will be an active member of a team that provides culturally appropriate early childhood education and care services. The Early Childhood Educator will be responsible to ensure the development of strong relationships with children at the centre as well as strong cultural practices that support Aboriginal identity of children and families using the service. The Cert III Early Childhood Educator will also assist in the development and implementation of the services Quality Improvement Plan.

While this position involves many tasks, quality interactions with the children and families is the most important. You will be required to supervise children's play, responding to their areas of interest, and making sure that your interaction with them is positive. You will also be required to set up the experiences in the room and the outside environment and to make sure that the room is tidied and all materials are put away at the end of the day. Underpinning this role is the duty of care for children and adherence to the Code of Conduct. You will be expected to have an understanding of the National Quality Standards and the Early Years Learning Framework.

<b>Name of Document</b>	Position Description- Cert III Educator	<b>Page:</b>	Page 1 of 6
<b>Document Location:</b>	N:\Human Resources\Human Resources\Position Descriptions\Nikinpa\Cert III Educator\Position Description- Cert III Educator.docx	<b>Date of Issue &amp; No:</b>	Version 2- 11/20
<b>Ownership</b>	Muloobinba Aboriginal Corporation	<b>Authorised and Revised by:</b>	General Manager

## General Responsibilities

- To 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, Nikinpa's philosophy and Muloobinba's Employee Code of Conduct*;
- Implementing the services' philosophy in undertaking all other duties;
- Working in accordance with the policies and associated procedures of the organisation;
- Working with families children and staff in a culturally appropriate manner which enhances each person's sense of self and cultural identity and;
- Provide ongoing support and assistance to other staff in all areas of service operation.

## Responsibilities as per the National Quality Standard

### 1. Educational program and practice

- Ensure Nikinpa's philosophy is adhered to and guides pedagogy(teaching and learning 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 and their Identity as Aboriginal people.
- Advocate for all young children and support and maintain children's rights and dignity
- Support children in achieving the goals 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, abilities and cultural background;

<b>Name of Document</b>	Position Description- Cert III Educator	<b>Page:</b>	Page 2 of 6
<b>Document Location:</b>	N:\Human Resources\Human Resources\Position Descriptions\Nikinpa\Cert III Educator\Position Description- Cert III Educator.docx	<b>Date of Issue &amp; No:</b>	Version 2- 11/20
<b>Ownership</b>	Muloobinba Aboriginal Corporation	<b>Authorised and Revised by:</b>	General Manager

- Contribute to the planning, implementation, evaluation and reflection of programs which reflect the culture, skills and interests of children;
- Assist with the implementation of daily routines and use routine times as opportunities for learning;
- Under direction of diploma, teachers or educational leader, contribute to the planning of children’s learning and maintain ongoing records of the child’s development and assessments against learning outcomes; and
- Contribute to critical reflection and evaluation of children’s learning to support future planning.

## **2. Children’s health and safety**

- Ensure each child’s health needs are supported;
- Ensure that children are safe and adequately supervised at all times, ensuring the staff to child ratio is maintained;
- Take responsibility to ensure any potential supervision risk is reported to your supervisor, the nominated supervisor and the children’s services manager;
- Ensure that the environment is safe, supportive, culturally appropriate, 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; and
- Keep accurate and detailed records of injury/accident/trauma and medication administered to children as set out in policy and procedure;
- Become familiar with all policies regarding health and safety at the service;
- Support children’s individual wellbeing and comfort in sleep, rest and relaxation.
- Assist in ensuring the service’s child protection policy is implemented and be an advocate for children’s rights
- Inform the Nominated Supervisor 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 mandatory reporting where there are reasonable grounds to suspect that a child is at risk of significant harm).

<b>Name of Document</b>	Position Description- Cert III Educator	<b>Page:</b>	Page 3 of 6
<b>Document Location:</b>	N:\Human Resources\Human Resources\Position Descriptions\Nikinpa\Cert III Educator\Position Description- Cert III Educator.docx	<b>Date of Issue &amp; No:</b>	Version 2- 11/20
<b>Ownership</b>	Muloobinba Aboriginal Corporation	<b>Authorised and Revised by:</b>	General Manager

### 3. Physical environment

- 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 as Nikinpa views these environments as the third teacher;
- Maintain a clean and safe work environment;
- Report all workplace accidents and hazards to your supervisor. 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. Eg, opening/closing checklist, toys and equipment cleaning checklist, safe building checks etc;
- Assist the service to ensure environmental sustainability practices are embedded in the program;
- Support children to become environmentally responsible and show respect for the environment; and
- Assume an equal share of cleaning duties both outdoors and within the room in which you work.

### 4. Staffing arrangements

- Maintain educator-to-child ratios and qualifications at all times;
- Be proactive in supporting a healthy team environment by establishing and maintaining positive professional relationships with colleagues that are fair, respectful, equitable and supportive.
- Maintain professional and ethical standards at all times when dealing with families, educators and the children
- Participate in ongoing professional development and training to ensure you remain abreast of best practice within our field; and
- Attend staff meetings as required and contribute to these meetings through shared observations of children and sharing new ideas.

### 5. Relationships with children

- Ensure each child has a sense of belong, being and becoming within the service;
- Ensure respectful, nurturing, equitable genuine relationships with 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;

<b>Name of Document</b>	Position Description- Cert III Educator	<b>Page:</b>	Page 4 of 6
<b>Document Location:</b>	N:\Human Resources\Human Resources\Position Descriptions\Nikinpa\Cert III Educator\Position Description- Cert III Educator.docx	<b>Date of Issue &amp; No:</b>	Version 2- 11/20
<b>Ownership</b>	Muloobinba Aboriginal Corporation	<b>Authorised and Revised by:</b>	General Manager

- Guide each child to manage their own behaviour with positive behaviour guidance strategies and support children to understand the decision making process;
- Respect children’s similarities, differences, cultures and diversities, remembering that in line with the Nikinpa philosophy we aim to promote strength and pride in our children’s Aboriginality ;
- Each child’s dignity and the rights of each child is maintained at all times, (in line with the UN’s Convention on the rights of the child);
- Provide physical care, assisting children in toileting, dressing and meal times; and view these moments as opportunities to teach;
- Assist in maintaining up to date records of the children within your group.

## **6. Collaborative partnerships with families and communities**

- Assist in Creating a safe, supportive culturally appropriate and informative environment for families
- Develop and maintain positive and respectful relationships with families ensuring their privacy and confidentiality are maintained at all times;
- Support all families and respect their child rearing practices and beliefs, ( as long as they do not pose a risk of harm to the child/ren). This contributes to joint partnerships with families;
- With guidance from senior staff engage positively in the orientation, enrolment and transition processes for families and children enrolling in Nikinpa;
- Share information with families relating to their child and the daily activities of the service;
- Maintain confidentiality at all times. Breaches of this will not be tolerated.
- Encourage families to take an active role in their child’s education and to contribute to the community of the centre
- Ensure problem solving occurs in an ethical respectful and culturally sensitive manner;
- Ensure students on placement are positively welcomed, supported and assisted.

## **7. Leadership and service management**

- Become familiar with services policies and procedures
- Assist with administrative duties as requested;
- Ensure the Nominated Supervisor is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service;

<b>Name of Document</b>	Position Description- Cert III Educator	<b>Page:</b>	Page 5 of 6
<b>Document Location:</b>	N:\Human Resources\Human Resources\Position Descriptions\Nikinpa\Cert III Educator\Position Description- Cert III Educator.docx	<b>Date of Issue &amp; No:</b>	Version 2- 11/20
<b>Ownership</b>	Muloobinba Aboriginal Corporation	<b>Authorised and Revised by:</b>	General Manager

- Be involved in the service's *Quality Improvement Plan* and assist to implement;
- Keep up to date with current developments in the early childhood education and care sector and engage in professional development opportunities.
- Reflect on your own work performance and in conjunction with Nominated Supervisor develop and evaluate professional goals on a regular basis

**8. Other duties as required**

- Perform work to the best of your ability at all time
- Promote and protect the interests of Muloobinba Aboriginal Corporation
- Follow all reasonable and lawful directions given to you by the organisation, including complying with policies and procedures as amended from time to time and any other duties as required

**Qualifications, Skills & Experience:**

- Aboriginal or Torres Strait Islander descent  
Working with Children check Clearance
- Certificate III in Children's Services or actively working towards
- First Aid Certificate and Anaphylaxis and Asthma Management
- Understanding of NQS and the EYLF
- High level written and communication skills
- Ability to work well within a team environment
- Ability to contribute ideas and demonstrate initiative and flexibility

This is an identified Aboriginal position - Aboriginality is a genuine qualification and is authorised by section 14 of the *Anti-discrimination Act, 1977*.

This position is classed as child related employment and is subject to relevant employment screening.

<b>Name of Document</b>	Position Description- Cert III Educator	<b>Page:</b>	Page 6 of 6
<b>Document Location:</b>	N:\Human Resources\Human Resources\Position Descriptions\Nikinpa\Cert III Educator\Position Description- Cert III Educator.docx	<b>Date of Issue &amp; No:</b>	Version 2- 11/20
<b>Ownership</b>	Muloobinba Aboriginal Corporation	<b>Authorised and Revised by:</b>	General Manager