

## Early Childhood Educator (Diploma)

October 2023 V1.0

### Organisation Overview

North East Regional Pre School Association (NERPSA) is a small not-for-profit Early Years Management (EYM) organisation based in North East Victoria, dedicated to supporting our skilled staff to deliver quality, inclusive, play based education for children in our services. NERPSA was established in 2002 through collaboration among Early Childhood Services (ECS) in the area. NERPSA is governed by a Board consisting of parent representatives from participating ECS, and community members with expertise in Early Childhood Education.

### Statement of Commitment to Child Safety

We are committed to child safety. We want children to be safe, happy and empowered, and we have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

### Main Duties and Responsibilities

#### General Responsibilities

- Be responsible to NERPSA, in partnership with the ECT for planning and delivering developmentally appropriate programs for the children in the group/s in which they are working.
- Fulfil the requirements of the position of Nominated Supervisor or a person in day-to-day charge *if required* and in accordance with the requirements of the Regulations.
- Assist in ensuring the program operates within the requirements of the Regulations, the Act, the Quality Improvement Plan and policies and procedures of the service.
- Respect the confidentiality of information relating to parents and children and comply with NERPSA's Privacy Policy.
- Be responsible for sharing the housekeeping tasks of preparation, hygiene, safety, and packing away with other staff related to the program.

- Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- Work cooperatively with NERPSA and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures.
- Other duties as directed.

## Specific Responsibilities

### Children

- Assist in the planning and implementation, in consultation with the ECT, parents and other educators, of culturally rich and welcoming learning environments and activities which are appropriate to the developmental needs and interests of all children including the provision of an accessible and inclusive program for children with a disability.
- Assist in developing, recording and maintaining, in partnership with the ECT, specific records of individual children.
- Assist in working with individual and small groups of children.
- Assist in the provision of a safe, healthy and welcoming environment.
- Working with all staff to ensure that children are adequately supervised, and that every reasonable precaution is taken to protect them from hazard.

### Parents

- Assist in the orientation of new families to the service.
- Support the participation of parents in the program.
- Assist in developing good relationships and effective communication with families.
- Support parents and be available to discuss the child's participation within the program.
- Maintain confidentiality on all issues relating to children and families and comply with NERPSA's Privacy policy.

### Staff

- Work as a member of a cooperative and professional team.
- Professionally work toward conflict resolution.
- Participate in regular Professional Development and Planning (PDP).
- Propose relevant professional development and training programs, and participate in professional development activities, as approved or requested by NERPSA.
- Ensure Child Safe Standards are followed at all times.
- Participate in discussions with relevant early childhood support services and other professional services and organisations within the community *if required*.
- Attend staff meetings, within rostered hours of work as directed by the ECT and NERPSA.

## NERPSA

- Work in a cooperative manner with NERPSA, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service.
- Attend meetings outside the rostered hours, or away from the workplace, as required by NERPSA, with appropriate notice.
- Report to the ECT or NERPSA, on both urgent and on-going maintenance requirements of the service.

## Accountability and Extent of Authority

- The educator is directly accountable NERPSA. Daily duties will be directed by the ECT.

## Essential Skills and Competencies

### Specialist skills and knowledge

- Experience in working with young children.
- An understanding and knowledge of early childhood development and education relevant to the level of Diploma.
- A reasonable understanding of Victorian Early Years Learning and Development Framework (VEYLDF), the Early Years Learning Framework (EYLF), and the National Quality Framework (NQF).
- Ability to assist in the provision of a developmentally appropriate program for the children; in partnership with the ECT and parents.
- An ability to plan, reflect, work and manage time effectively with minimal supervision.
- Reasonable knowledge and understanding of the National Law and Regulations.
- Reasonable knowledge and understanding of the Child Safe Standards.

### Interpersonal Skills

- Excellent interpersonal skills and an ability to communicate effectively with staff, parents and professionals.
- Demonstrated conflict resolution skills.
- Work in a cooperative, flexible and professional manner with children, parents, staff, other professionals and NERPSA.
- Well-developed self-motivation skills and initiative.
- Ability to ensure confidentiality of information.

Essential Requirements

- Hold an approved Diploma of Children’s Services qualification or equivalent pursuant to the National Law and Regulations (or be working towards a qualification in accordance with the Regulations).
- Be able to fill the position of Nominated Supervisor or person in a leadership position or day-to-day charge *if required* by the Approved Provider in accordance with the Regulations.
- Hold a Current Police Record Check and Working with Children Check which demonstrates suitability for employment in a children’s service.
- In accordance with the Education and Care Services National Regulations and NERPSA policies, hold and maintain an approved:
  - first aid qualification
  - emergency asthma management qualification
  - management of anaphylaxis qualification

Acknowledgement

I certify that I have read, understand and accept the duties, responsibilities and obligations of this position, and acknowledge the scope and responsibilities listed herein are not intended to be an exhaustive list. I may be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of NERPSA.

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Employee Name & Signature

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Date