



POSITION DESCRIPTION

Job title	Educator
Reports to	Centre Director
Department	
Direct reports	NIL

JOB SUMMARY

The role of the Educator at Next Steps Early Learning Centre is to provide a nurturing environment for children to grow, learn and develop. The educator will work with the room leader and other educators to ensure the children are encouraged and assisted to be autonomous and independent whilst still maintaining a high level of supervision and safety within the room.

JOB RESPONSIBILITIES

TASKS	MEASURABLES
<p>Early Years Learning Framework Curriculum</p> <ul style="list-style-type: none"> Plan and implement age and need appropriate weekly curriculums based on the Early Years Learning Framework (EYLF). Create individualised plans for children in the room, taking in to account special needs, culture, backgrounds and observations. Assisting with planning and preparing the rooms and outdoor areas, setting up of activities and interest areas, as well as cleaning up activities and interest areas. Ensure curriculum is available for viewing by families, visitors and other educators. Ensure other relevant documents such as learning stories, observations, reflections and evaluations are up to date, and available for the review of the Educational Leader and Director. Always provide a creative and interactive learning experience, especially for times when there are combined groups of children (Family grouping). Align all educational activity to the Early Years Learning Framework and Centre vision and values, the interests of your community, and children, <p>Children</p> <ul style="list-style-type: none"> Create a friendly and secure learning environment for the children that is interactive. Assist the children to develop a strong sense of identity. Support children to connect to and contribute to their world. Role model appropriate behaviour and language to children, educators, families and students through respectful, dignified actions and kind, friendly language, ensuring encouragement of children to extend their vocabulary and use of language. Develop consistent behaviour guidance techniques and strategies and implement them effectively. <p>Prioritise the health and safety of all children in your care, ensuring that you are aware of allergy and medication requirements, administering medication as specified by the <i>Medication Policy & Procedure</i>.</p>	<p><i>Create high quality learning and development outcomes for our children.</i></p> <p><i>Foster and actively nurture effective internal and external relationships that engender trust and a culture of continuous improvement.</i></p>

<p>Teamwork</p> <ul style="list-style-type: none"> • Attendance of all monthly educator meetings, or when required. • Work as part of a supportive, developing team through consultation and collaboration. • Share information and professional knowledge with other educators, families and visitors. <p>Families</p> <ul style="list-style-type: none"> • Develop a warm yet professional relationship with the children’s families, including making them feel welcome. • Engage in meaningful conversations with the families regarding their child, providing insight and feedback as well as taking onboard any feedback provided by the family. • Encourage families to use the communication book to provide feedback. • Ensure professionalism is maintained at all times. <p>Centre</p> <ul style="list-style-type: none"> • Ensure professional development is prioritised to maintain the most up-to-date level of practice through training courses, conferences and meetings. • Cleaning of equipment and resources used in the room on a regular basis • Assume administrative responsibilities as needed. • Ensure the centre is kept well maintained through being respectful of equipment and property, whilst reporting any accidents and breakages immediately. Communicate upcoming centre events and programs to families. <p>General</p> <ul style="list-style-type: none"> • Assist with maintaining a high level of cleanliness in the rooms, outside and within the centre at all times. • Ensure the environment is always secure and safe. • Complete safety checks at the beginning of the day and at the end of the day. • Participate in National Quality Standard processes. • Abide by the Association of Early Childhood Code of Ethics. • Adhere to Next Steps policies and procedures at all times. • Any other reasonable duties as requested by management. 	<p><i>Contribute to the development of team skills and capability, attending all professional development and team meetings as required.</i></p> <p><i>Actively build rapport and relationships with families to ensure harmonious communication.</i></p> <p><i>Contribute to the operation of the centre through ensuring a safe & communicative environment.</i></p>
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The above list of job responsibilities is not exclusive or exhaustive and from time to time the employee will be required to undertake such tasks as may reasonably be expected.

CRITICAL SUCCESS FACTORS

Communicator

- Demonstrates clear and visible principles and values that create openness and trust
- Expresses thoughts, feelings, and ideas in a clear, succinct manner in both individual and group situations
- Able to adjust language to capture the attention of the audience
- Clearly conveys information and ideas through a variety of media to individuals or groups

Time Management

- Manages multiple priorities and maintains effective levels of customer service
- Is realistic about time requirements and does not over commit time or schedules

Teamwork

- Works co-operatively with others and contributes to the group with ideas, suggestions, and effort
- Co-operates and works collaboratively towards solutions that benefit all involved parties to accomplish overall organizational objectives

Initiative & Problem Solver

- Ability to clearly and quickly work through the complexity of key issues, problems, and opportunities to affect actions e.g., leverage opportunities and resolve issues
- Takes action in solving problems and moves situations to closure while exhibiting judgment
- Ability to identify what needs to be done and do it before being asked or before the situation requires it
- Ability to seek out and seize opportunities, find ways to overcome barriers

Planning & Organising

- Demonstrate effective skills in planning, supervising, monitoring, and accomplishing specific projects. Knows how to organise people, activities, and processes to get things done efficiently and effectively.
- Ability to organise or schedule people and/or tasks; develop realistic action plans while being sensitive to time restraints and resource availability.

POSITION QUALIFICATIONS

Qualifications

- Degree in Early Childhood from a recognised University, or; Cert III or Diploma of Early Childhood Education and Care
- Relevant experience in an Early Childhood Centre for children 0-6 years.
- First Aid Certificate
- Working with Children Check

Skills

- Passion for early years education, and commitment to ongoing education and training to ensure adoption of best practice and emerging education and programs
- Strong written and verbal communication skills
- Knowledge and skills in planning, implementing, and evaluating a developmentally appropriate program for children aged 0-6 years
- Ability to work effectively within a team

Other knowledge and experience required

- Current knowledge of stages of physical, emotional, cognitive, social, and cultural development of children
- Current knowledge of health, hygiene and nutrition needs of children
- Understanding of Education and Care Services National Regulations
- Committed to acting as an advocate for children, educators, and families

Values and behaviours

- Relationships
- Trust
- Honesty & integrity
- Acceptance
- Respect