



# Yangebup Family Centre Inc.

## Position Description Early Childhood Educator

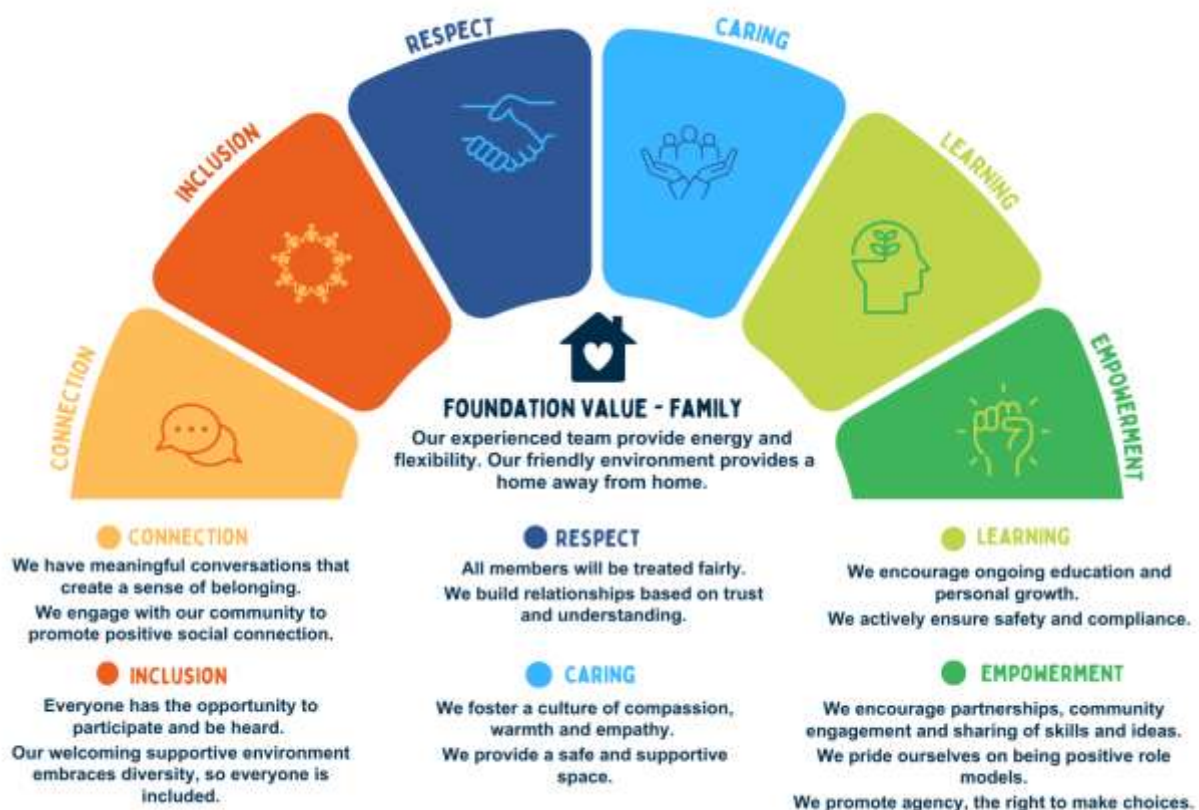
### Vision

Inspire. Grow. Strengthen.

### Mission

Yangebup Family Centre is a community managed not-for-profit organisation that promotes connection and wellbeing in the local community. The Centre is a cultural hub where individuals, families and community groups can embrace diversity and belonging.

### Centre Values



### Child Safety

The Yangebup Family Centre implements Child Safe Practices and is committed to ensuring the safety, wellbeing and empowerment of all children and young people. The Centre has policies and procedures in place to support our commitment to child safety.

## Reporting Relationship

Position reports to the Yangebup Family Centre Children's Services Co-Ordinator.

## Principal Objectives

This position has the responsibility for ensuring and providing a responsive, positive and supportive childcare service to children and their families.

The Early Childhood Educator is responsible for designing, implementing and evaluating programs for children which meet the Centre's philosophy and *policies in accordance with the Education and Care Services National Law [WA] Act 2012* together with the seven (7) Quality Areas as detailed in the National Quality Framework.

## Primary Responsibilities of this position

- Provides responsive, positive and supportive childcare services to children and their families.
- In the absence of the Children's Services Coordinator may assume supervision of childcare services in accordance with the Education and Care Services National Law (WA) Act 2012. Written permission and agreement as Responsible Person is required.
- Plans, prepares and evaluates a written fortnightly program that reflects the children's individual interests, culture and development.
- Records observations of individual children or groups.
- Assists and supports the Children's Services Coordinator in developing and evaluating the Quality Improvement Plan.
- Assists and supports the Children's Services Coordinator in discussions with parents and/or carers in preparing information related to children that is used to assist in the tracking of the child's individual progression.
- Provides support and assists with the preparation and implementation of special programs associated with a child's learning and development.
- Identifies and reports on any workplace health and safety risks, accidents, incidents, injuries, property damage and other mishaps within the workplace.
- Ensures a high standard of hygiene and cleanliness within the child care facility.
- Assists with the purchasing of various resources, materials and equipment.
- Maintains up to date knowledge of issues and trends associated with early childhood education.
- Attend staff meetings and staff development workshops
- Demonstrates and champions' behaviour that is consistent with the Centre Values.
- Meets Workplace Health and Safety, Child Safe, Education and Care Services, anti-discrimination, equal opportunity, and other relevant legislative requirements.
- Actively promotes and encourages sustainability principles and practices.
- Undertakes other duties as requested.

## **Selection Criteria**

### **Essential:**

- Experience and knowledge of relevant early childhood regulations and associated state and federal legislation and National Quality Frameworks.
- Have adequate knowledge and understanding of the provision of education and care to children
- Ability to engage with and relate to young persons.
- Well-developed verbal, written and interpersonal communication skills, including the ability to liaise and engage with a range of internal and external stakeholders.
- Ability to plan, organise and prioritise workloads in order to meet agreed timeframes.

### **Employment Conditions:**

- Possession of a Diploma in Children's Services or an Early Childhood Degree or agreed equivalent
- Current National Police Clearance
- Current Working with Children Check
- Current First Aid Certificate