

## ▲ **EARLY CHILDHOOD EDUCATOR (LDC)**

### **JOB DESCRIPTION**

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**RESPONSIBLE TO:** CENTRE DIRECTOR (NOMINATED SUPERVISOR)  
**SALARY AND CONDITIONS:** EMPLOYMENT CONTRACT /  
CHILDREN'S SERVICES AWARD 2010

### **JOB SUMMARY**

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- To work in a team which strives for excellence in bilingual early childhood education and care
- To develop strong relationships which support families

### **QUALIFICATIONS**

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- Holding or actively working towards an approved Certificate III or Diploma in/of Children's Services/Early Childhood Education and Care or holding an ACECQA approved overseas qualification in early childhood education
- Current Working with Children Check
- Current National Police Check (VIC only; not older than 6 months when starting)
- Certificate of Completion 'Protecting Children - Mandatory Reporting and other Obligations for the Early Childhood Sector' by the Victorian State Government / 'Child Safe eLearning' by the NSW Office of the Children's Guardian
- *First Aid Certificate (preferred but not required)*

### **KEY ACCOUNTABILITIES**

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#### **GENERAL RESPONSIBILITIES**

- Work according to the Code of Ethics of the Early Childhood Australia
- Work according to the Education and Care Services National Regulation 2010 (as amended) under the Children (Education and Care Services National Law Application) Act 2010
- Be a good representative for the centre at all times
- Comply with the policies and procedures of the FROEBEL
- Ensure compliance with Child Protection Legislation and Policies
- Advocate for children and families
- Be aware of national regulations, guidelines pertaining to children's services and be competent and prepared to assist the Nominated Supervisor
- Be aware of the Child Care Benefit, Subsidies and Government Funding
- Assist with administrative duties as directed
- Have a commitment to quality improvement and sound knowledge of the National Quality Standards, Centre Philosophy, and the Early Years Learning Framework



**FRÖBEL**

Competence for Children

- Have a working knowledge of brain research and the implications to early childhood education and care
- Have an actively anti bias approach which is reflected in interactions with children, families and staff
- Keep up to date with current developments in the early childhood field
- Have the ability to use basic information technology
- Maintain confidentiality at all times
- Any other duties as specified by the Centre Director

## **CHILDREN**

- Create a safe, supportive, stimulating and educational environment for the children
- Protect children and their rights
- Form relationships with children which are comforting and nurturing
- Under the general direction of qualified staff, maintain ongoing records of the children's development, program and daily information
- Ensure that the children are safe and adequately supervised at all times
- Be aware of children's additional needs/requirements – diet/allergies etc.
- Assist with the implementation of daily routines
- Work with the Group Leader in planning and implementing the program
- Implement the Early Years Learning Framework and the Centre Philosophy on a daily basis (including FROEBEL's bilingual immersion concept)
- Familiarise yourself with the concept and advantages of immersive bilingual early learning and be able to communicate the program to parents
- Assist in the production of resources and displays; prepare materials as needed
- Maintain supplies and equipment levels for the room or centre
- Show initiative
- Assist in toileting and nappy changing
- Ensure a high standard of hygiene in compliance with procedures and policies
- Administer first aid or medication in compliance with procedures and policies

## **STAFF**

- Respect and support colleagues, develop positive channels of communication to ensure a smooth running centre
- Contribute towards a healthy team environment
- Collaborate with staff to ensure that the program is continually improving
- Participate in ongoing professional development and training programs
- Attend staff meetings as required
- Assume an equal share of housekeeping duties
- Ensure that equipment is respected and maintained to an optimal level of safety

**FAMILIES**

- Develop and maintain positive relationships with families
- Share information with the family relating to their child and the daily activities of the centre
- Create a safe, supportive and informative environment for families
  
- Act as a resource person for families
- Attend parent meetings as required
- Encourage families to participate in centre decision making and experiences
- Maintain professionalism and rapport with Group Leader/Director and other staff in front of parents and visitors

**WORK HEALTH AND SAFETY AND INJURY MANAGEMENT**

- Maintain a clean and safe work environment while complying with all FROEBEL safety policies and procedures
- Work within guidelines as detailed in the relevant WH&S measurements and procedures.
- Report all workplace accidents (incl. "near misses") and hazards to the Centre Director or person in charge. Implement immediate action for identified hazards when able to do so
- Participate in workplace consultative meetings as required and recommend improvements to relevant WH&S measurements and procedures

**CHILD PROTECTION**

- Assist the Centre Director and Managing Director to comply with child protection in the workplace – respond to allegations of reportable conduct against employees
- Inform the Managing Director of all allegations or convictions of a child protection nature against an employee, of which you become aware
- Ensure compliance as a mandatory reporter, which requires reporting to the Department of Education and Communities, where there is reasonable grounds to suspect that a child is at significant risk of harm

**OUR COMMUNITY**

- Distribute information to assist families to access resources within our community
- Be an advocate for high quality services for children in our community
- Build social capital by promoting our community participation in decision making
- Participate in excursions and experiences with children which promote awareness of our community

**I understand and accept the duties and responsibilities of this job description.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_