



## POSITION DESCRIPTION

### Advanced Educator (Qualified), Uniting

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Your position: Advanced Educator (Qualified), Uniting  
Your department: Uniting Early Learning  
Where you'll work: Various locations

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You'll report to: Service Director/Coordinator, Uniting  
Your direct reports: None

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## WHAT WE'RE ABOUT

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are imaginative, respectful, compassionate and bold.

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## ABOUT THE ROLE

As an active team member providing quality education and care to children, you will work within requirements of the National Quality Standard and the approved learning framework; you'll develop positive relationships with children to facilitate learning outcomes; you'll develop strong relationships that support and partner with families and community; you'll implement the policies and associated procedures of the organisation at all times; and you'll work in accordance with staff towards continuous improvement in all areas of the service operations.

Child related role	Yes	WWCC required
Mandatory reporter	Yes	Mandatory Reporters are those employees that deliver services <u>directly</u> to children and young people or who supervise employees who deliver these services. However, <u>all</u> employees have responsibility to apply the Protecting Children and Young People Policy



## **YOUR RESPONSIBILITIES**

### **Position Specific Responsibilities**

#### **General responsibilities**

- You'll work within the requirements of the Children (Education and Care Services National Law, Education and Care Services National Regulations/Children (Education and Care Services) Supplementary Provisions Regulation 2004 [select the applicable] and the National Quality Standard for Early Education and Care
- Work in accordance with the Early Childhood Australia Code of Ethics.
- Implement the service's philosophy in undertaking all duties
- Work in accordance with all Uniting's policies and procedures
- Provide ongoing support and assistance to other staff in the areas of service operation
- Work within the values of Uniting Early Learning
- Work in accordance with Workplace Health and Safety Act 2012.
- Comply with the Children and Young Persons (Care and Protection) Act 1998.

#### **Educational program and practice**

- You'll implement the service statement of philosophy that guides teaching decisions
- Contribute to the development of programs which reflect the approved learning framework
- Ensure curriculum decision-making contributes to each child's learning outcomes:
  - Children have a strong sense of identity
  - Children are connected with and contribute to their world
  - Children have a strong sense of wellbeing
  - Children are confident and involved learners
  - Children are effective communicators
- Facilitate play based learning environments responsive to children's interests, strengths and abilities
- Contribute to the planning, implementation, evaluation and reflection of the educational program
- Implement daily routines and use routine times as opportunities for learning
- Responsible for the documentation of children's learning, making clear links between observation planning, implementation and evaluation
- Maintain ongoing records of the child's development and assessment against learning outcomes
- Engage in critical reflection and evaluation of children's learning as a primary source for future planning
- Implement inclusive practices within an environment that honours diversity

#### **Children's health and safety**

- You'll ensure each child's health needs are supported
- Ensure that children are safe and adequately supervised at all times
- Ensure that the environment is safe, supportive, stimulating and educational for

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children

- Respond to children’s additional needs/requirements e.g. medical conditions, diet/allergies, growth and development
- Ensure a high standard of health and hygiene is maintained in compliance with procedures and policies
- Ensure safe and hygienic storage, handling and preparation of food and drinks
- Administer first aid and medication in compliance with policies and procedures
- Keep accurate and detailed records of injuries, accidents, trauma, medication, routines and special requirements
- Become familiar with and implement all policies regarding health and safety at the service
- Support children’s individual comfort needs for sleep, rest and relaxation.
- Ensure the child protection practice guidelines are implemented

## Physical environment

- You’ll contribute to the development of an environment for children which fosters curiosity, exploration and problem solving.
- Provide equipment and resources that are appropriate and accessible to children
- Arrange environments that facilitate individual and small group experiences.
- Maintain an aesthetic, clean and safe environment
- Report all workplace injuries and hazards and manage risks
- Conduct workplace inspections and risk assessments, as required
- Implement environmentally sustainable practices and support children to show respect and appreciation for the environment
- Perform cleaning duties, as required

## Staffing arrangements

- You’ll maintain educator-to-child ratios and qualifications at all time
- Maintain professional and ethical standards at all times when dealing with children, families, staff and the community
- Demonstrate the service code of conduct/code of ethics in all interactions and relationships at the service
- Respect and support colleagues by developing positive channels of communication that are based on principles of mutual respect and fairness
- Be proactive in supporting collaborative team environment,
- Satisfy requirements of the responsible person in charge, as required
- Guide and support educators to implement the program
- Ensure conflict resolution or grievance procedures are followed as per policy
- Attend staff/parent meetings as required and contribute, as appropriate
- Participate in ongoing professional learning and the annual performance appraisal process

## Relationships with children

- You’ll maintain nurturing and respectful relationships with children that foster a sense of belonging, being and becoming within the service
- Support children to develop positive relationships with peers and to regulate their

- behaviour through positive guidance strategies
- Honour children’s similarities, differences, cultures and diversities
- Respect each child’s dignity and rights at all times
- Respond to the social and emotional needs of each child
- Provide physical care, assisting children in toileting, dressing and meal times

## Collaborative partnerships with families and communities

- You’ll develop and maintain positive and respectful partnerships with families
- Support all families, respecting their child rearing practices and beliefs so that joint partnerships can be consistently implemented
- Engage positively in the orientation, enrolment and transition process for families and children
- Share information with families relating to their child and the daily activities of the service
- Create a supportive and informative environment for families
- Encourage families to participate in the service
- Assist families to access inclusion support
- Welcome and support students on placement in the service
- Attend family meetings, as required

## Leadership and service management

- You’ll become familiar with and implement all the service’s policies and procedures
- Perform administrative duties as requested
- Ensure the Director/Coordinator is informed of any problem arising, which would affect the children, service approval rating, regulatory and legal compliance or the smooth running of the service
- Maintain the confidentiality of children, families and staff at all times
- Contribute to the daily operation of the service
- Follow conflict resolution and grievance procedures where required
- Advocate for children and their families
- Contribute to and assist to implement the service’s Quality Improvement Plan and assist with the implementation
- Promote and market the service to families and the community
- Any other duties specified by the Director/Coordinator

## Organisational Responsibilities

- You’ll communicate and act in ways that are consistent with Uniting’s Core Values of **Integrity, Respect, Hope and Courage**.
- Communicate and act in ways that reflect Uniting’s commitment to strengths-based practice.
- Contribute positively to the operations of Uniting and the realisation of our Strategic Plan and policies
- Display a commitment to applying work procedures and practices in line with the Diversity Policy
- Read, sign and abide by Uniting’s Code of Conduct
- Develop a thorough knowledge of Uniting’s Strategic Plan

# Uniting

- Develop a thorough knowledge of your program specific and Uniting-wide policies and practices
- After consultation, be willing to undertake additional duties, transfer to another equivalent position or assume higher duties when required
- Take reasonable care for the health and safety of people at the workplace by cooperating and complying with the Work Health and Safety Act 2011 and reporting incidents and injuries immediately
- Accurately complete your timesheet daily and submit to your supervisor fortnightly along with relevant authorised leave forms and medical certificates

## Professional Responsibilities

- You'll engage in professional development and set and fulfil development goals
- Participate in all required training for your position as outlined in the Staff Learning and Development Framework and other training as required
- Use the Service Group Library and other resources to remain knowledgeable about practices and other developments relevant to your position
- Agree with your supervisor the frequency of regular supervision for your role and actively participate in this supervision
- Actively participate in your annual performance review within 2 months of its due date

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## THE IMPORTANT DETAILS

### Qualifications

- Approved Diploma in Children's Services
- Supervisor Certificate
- Approved first aid qualification
- Relevant child protection clearance i.e. Working With Children Check/Working with Vulnerable People check

### Your experience ticks the following boxes:

- Demonstrated knowledge of the National Quality Standard and experience programming for a quality education and care setting
- Ability to work effectively as a team member
- Understanding of diversity and inclusive practice
- Advanced written and verbal communication skills
- Commitment to working within the values of Uniting Early Learning
- Approved asthma emergency and anaphylaxis training
- Approved child protection qualification

<b>Employee Name:</b>		<b>Managers Name:</b>	
		<b>Title</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Signature:</b>	



ACCOUNTABLE POSITION/S	WHS ACCOUNTABILITIES (ACCORDING TO WHS ACT 2011)	ACTION DEMONSTRATING ACCOUNTABILITY
<p><b>WORKERS (EMPLOYEES, VOLUNTEERS, CONTRACTORS, STUDENTS)</b></p>	<p><b>While at work, all workers must:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for his or her own health and safety</li> <li>• Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people</li> <li>• Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Uniting to allow the organisation to comply with this Act</li> <li>• Co-operate with any reasonable policy or procedure of Uniting relating to health or safety at the workplace that has been notified to workers</li> </ul>	<p><b>All workers must:</b></p> <ul style="list-style-type: none"> <li>• Follow Uniting WHS policy and programs to safeguard the health and safety of people at work and to understand your personal responsibilities for WHS</li> <li>• Attend safety-related training including induction, emergency preparedness</li> <li>• Comply with WHS instructions from your supervisor/manager, training information, safe work procedures and wardens during an emergency evacuation preparedness and program specific training (e.g. visiting clients at home)</li> <li>• If performing new or unfamiliar work, you must seek information, instruction or training and supervision from your supervisor where necessary so that you perform your duties safely without risking the health, safety and wellbeing of yourself or others</li> <li>• Use equipment that has been provided for your health, safety and wellbeing</li> <li>• Report all hazards, incidents and injuries or WHS concerns to your supervisor/manager/team leader</li> <li>• Participate in discussions/consultation about workplace or job task/practice changes that could affect WHS risks</li> <li>• Wear clothing, footwear and personal protective equipment (PPE) appropriate for the work being done</li> <li>• Do not put other people at risk of their health, safety and wellbeing by your action or inaction</li> </ul>