

Position Description



Position title:	Early Childhood Educator, Certificate III Qualified
School/Directorate/VCO:	Commercial Services and Technology Parks
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 2 range
Time fraction:	Full-time
Employment mode:	Continuing and Fixed-Term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Ms Sally Matthews, Coordinator, Children's Centre Telephone: (03) 5327 8184 Email: s.matthews@federation.edu.au
Recruitment number:	851068

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

The Commercial Services Directorate encompasses residential accommodation, hospitality and conferencing, sports and recreation facilities, children's centres, print services and several other commercial and complementary services. The Directorate delivers a wide range of services across all campuses of Federation University Australia. The focus of these services is to support customer experience as they interact with the University

Position summary

The Early Childhood Educator, Certificate III Qualified will support and work alongside the Early Childhood Educator, Diploma Qualified in the room with the provision of programs which meet the needs, strengths and interests of the children in their care at Federation University Children's Centres Mt Helen Campus by working as part of a team promoting a caring and relaxing environment for each child, while meeting the requirements of the Education and Care Services National Regulations, National Quality Standard, and the Early Years Learning Framework.

Key responsibilities

1. Assist with the development of educational programs for children, preparation of meals, cleaning and maintenance of buildings and equipment.
2. Support and encourage positive relationships and communication between centre staff and parents to assist in the development of children.
3. Respect the confidentiality of information regarding children and families.
4. Work collaboratively and actively contribute to the team environment by using initiative to enhance the day-to-day functioning of the centre. Participate in staff meetings and in-service training.
5. Undertake any additional duties in the general running of the room/centre as requested in accordance with skills and interests.
6. Sound knowledge of the Child Safe Standards, child safety and child protection.
7. Provide a safe, stimulating and appealing environment, whilst maintaining effective operations of the centre.
8. Maintain and update children's records and ensure the timely and proper completion of all appropriate forms, documents and records necessary.
9. Adhere to Federation University Children's Centres and University philosophy, policies and procedures and contribute to the development and review.
10. Signed consent to be a staff member in a research and demonstration Early Childhood Education Centre.
11. Understand and implement the principles outlined by The Victorian Early Years Learning and Development Framework (VEYLDF) the National Early Year Learning Framework (EYLF), National Quality Standard and keep up to date with research and current issues in the early childhood education field.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
13. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Early Childhood Educator, Certificate III Qualified is under the routine supervision of the Early Childhood Educator, Diploma Qualified in the Centre and is required to assist with the activities of the day as directed.

The Early Childhood Educator, Certificate III Qualified will solve routine problems independently and will need to consult with the Early Childhood Educator, Diploma Qualified or Federation University Children's Centres Coordinator on more complex and individual care requirements (including health and wellbeing) of the children.

The Early Childhood Educator, Certificate III Qualified is expected to have knowledge of and be able to apply Education and Care National Regulations, Occupational Health & Safety requirements, The Victorian Early Years Learning and Development Framework (VEYLDF) the National Early Year Learning Framework (EYLF), Federation University Children's Centres and University policies and procedures.

The position is required to follow the Education and Care Services National Regulation, Occupational Health and Safety requirements and the Federation University Children's Centres and University policies and procedures.

Position and Organisational relationships

The Early Childhood Educator, Certificate III Qualified is under the routine supervision of the Early Childhood Educator, Diploma Qualified and the Federation University Children's Centre Coordinator in providing Early Childhood Education and Care services to the University and local community

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of a Certificate III in Children's Services in accordance with the National Education and Care Services Regulations qualification requirements. Including relevant work-related experience and education/training.
2. Anaphylaxis, Asthma and current First Aid (Level 2) certificates. A Safe Food Handling Certificate would be advantageous.
3. A valid Working with Children Check (WWCC) Assessment Notice and/or WWCC Card which demonstrated suitability for employment in a Children's Service.
4. Completion of the Victorian Government, Department of Education online training 'Protecting Children- Mandatory Reporting and other obligations eLearning Module.
5. A Current COVID-19 vaccination certificate.

Experience, knowledge and attributes

6. An understanding of the Education and Care Services National Regulations, The National Quality Standard, The Victorian Early Years Learning and Development Framework (VEYLDF) and the National Early Year Learning Framework (EYLF).
7. Demonstrated ability in providing quality care and learning environments for children.
8. Demonstrated knowledge and understanding of child development and the ability to convey acceptance of and sensitivity to family and children's values and needs.
9. Knowledge of health and safety requirements specific to Early Childhood Education.
10. Well-developed organisational and written skills, and effective communication skills including conflict resolution skills.
11. Ability to work as a part of a team to promote the field of Early Childhood as valuable within the broader community.
12. Willingness and consent to work as an Early Childhood Educator in a research and demonstration Early Childhood Education Centre.
13. Demonstrated working knowledge and application of the Child Safety Standards.
14. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.