

## Position Description

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### Position Title: Lead Support Early Childhood Educator

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<b>Position No:</b>	Insert existing number if unchanged / NEW
<b>Business Unit:</b>	LTU Children's Centre
<b>Division:</b>	Human Resources
<b>Department:</b>	
<b>Classification Level:</b>	HEO4
<b>Employment Type:</b>	Full Time
<b>Campus Location:</b>	Bundoora
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

The La Trobe University Community Children's Centre is located at the La Trobe University Bundoora campus, and primarily supports the La Trobe University community, including University staff and students. The Centre offers three programs to families, All Day Care, Sessional Care and the Autism Specific Early Learning and Care Centre (ASELCC). The Centre is part of the La Trobe University and works within the broader University framework.

The Lead Support Early Childhood Educator is responsible for working with the Educational Leader and Room Lead to develop, lead, and deliver high quality early education and care for children that is consistent with the Centre philosophy, values, policies, and the Early Years learning Framework and the National Quality Framework. In addition, this position works to implement practices to support their education team with day-to-day operations, including to engage in collaborative and reflective practice. The Lead Support Educator works with direction from the Room Lead Educator, Centre management and the Educational Leader, and in collaboration with other Centre staff to drive pedagogical practices.

### **Duties at this level will include:**

- Contributes to local procedures and systems. May perform tasks, or make recommendations for decisions, requiring the interpretation of a set of relatively straightforward rules, guidelines, manuals or technical procedures.
- Performs a variety of tasks which require a sound working knowledge of administrative procedures mostly applied to recurring circumstances.
- Performs tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Resolves issues/problems/queries independently and provides advice on routine matters to ensure that efficient, day-to-day customer service is delivered.
- Recommends alternative sources of information/courses of action where appropriate, exercising judgement in referring issues/problems to supervisor/manager.
- Supports Room Lead to develop, lead, and implement a high-quality early education and care curriculum that is consistent with:
  - The Centre philosophy, procedures, and policies
  - The La Trobe University cultural qualities
  - Education and Care Services National Regulations and National Law
  - The National Quality Standards
  - Early Years Learning Framework
- Support development and implementation of roles and responsibilities across their team to support day to day operations in the assigned early education room and/or across family grouping.
- Support with planning and implementation of curriculum experiences that engage children in meaningful learning opportunities and promotes children's agency, choice, and inclusion.
- Collaborates with internal and external professionals and education team to support children's individual programs.
- Undertake all mandatory certification trainings as determined by sector regulatory requirements and Centre policies/procedures.
- Lead assigned room and team in absence of Room Lead Educator, including leading day to day operations and ensuring compliance with Education and Care Services, National Regulations and National Law, The National Quality Standards and Centre policies and procedures.
- Contributes to the development of policies, procedures and the Quality Improvement Plan (QIP) as required.

## Essential Criteria

### Skills and knowledge required for the position

- Completion of a Diploma level qualification with relevant work-related experience; or completion of a Certificate IV with relevant work experience or an equivalent combination of relevant experience or on the job training.
- Willingness to learn.
- Effective written and verbal communication skills.
- Quality, appropriateness and timeliness of advice in response to enquiries from internal and external stakeholders.
- Ability to contribute to procedures and systems within the work area.
- Build and maintain professional, collaborative, inclusive and positive relationships with the children and families of the service.
- Implement practices that actively protect children's safety and rights.
- Adhere to practices to ensure all documentation is completed as required across all areas, including observations, planning and Centre procedures.
- An understanding of child development, including some understanding of diverse developmental pathways
- Ability to contribute to the development of a high-quality early education and care program that is responsive to individual needs and interests of children and families, informed by the Early Years Learning Framework
- Ability to support colleagues to implement Centre policies, including through informal mentoring and training.

### Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- hold, or be willing to undertake and pass, a National Police Check;
- hold a relevant current First Aid Certificate;

### Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

### La Trobe's Cultural Qualities:



#### **We are accountable**

*We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.*



#### **We are connected**

*We connect to the world outside – the students and communities we serve, both locally and globally*



#### **We are innovative**

*We tackle the big issues of our time to transform the lives of our students and society.*



#### **We care**

*We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities*

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For Human Resource Use Only

Initials:

Date: