

Position Title	Qualified Educator
Classification	Level QEDU
School/Division	Student Accommodation and Community
Centre/Section	UWA Child Care
Supervisor Title	Centre Director
Supervisor Position Number	FSR 100372
Position Number	FSR 310239

Your work area

UWA Child Care Services provides an Early Learning Centre that offers part-time and full-time care to children aged six weeks to five years, and an Out of School Care Service that provides After School Care and Vacation Care for pre-primary students to twelve-year-olds, during state school terms and state school holidays.

Management and staff aim to provide high quality education and care and enriching learning experiences for all children, in partnership with their families, and in accordance with the Education and Care Services National Law (WA) Act 2012, Education and Care Services National Regulations 2012, and the National Quality Framework.

Reporting structure

Reports to: Centre Director

Your role

You will independently develop, implement and evaluate developmental programmes and maintain daily routines, in a team approach to the delivery of care. You will support senior management in liaising with parents and ensuring the Centre's policies are adhered to.

Your key responsibilities

Plan, implement and evaluate individual programmes and records suitable to the needs and interests of the children attending the service.

Develop and create a friendly, secure and stimulating learning environment. Lead and be a positive role model to the staff in their team.

Develop and maintain excellent relationships with staff, parents and children. Assist in the provision of on-the-job training to other employees and students Provide professional support, input and resources for other members of staff

As required by the Director, ensure day-to-day supervision and control of the service is achieved, in accordance with the relevant regulations

Other duties as directed

Your specific work capabilities (selection criteria)

Bachelor of Early Childhood, Bachelor of Social Science (Children and Family Studies) or Diploma of Children's Services, as recognised by the Child Care Licensing and Standards Unit
Substantial experience as a Qualified Child Care Giver within a child care setting

Possess leadership skills and have had experience in working with children aged 0-5 years

Knowledge and understanding of the Child Care industry, including the current regulations and centre Accreditation requirements

Experience in implementing, monitoring and evaluating developmental programmes and daily routines independently

Proven ability to supervise and work in a team environment

Verbal and written communication skills

Special requirements (selection criteria)

Appropriate Medical Clearance, in working in a childcare setting

Current Working with Children Check

Current Senior First Aid and / or Caring for Kids Certificate

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/