

Position description

Position title:	Early Childhood Educator, Certificate III Qualified
Faculty and/or School/Section/VCO:	Campus Life
Campus:	Gippsland Campus.
Classification:	Within the HEW Level 2 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849226
Further information from:	Ms Katrina Beer, Coordinator, Aboriginal and Torres Strait Islander Employment Telephone: (03) 5327 9244 E-mail: k.beer@federation.edu.au
Position description approved by:	Ms Melanie Coffey, Manager, Administration and Business Mr Colin Marshall, Director, Campus Life

This position description is agreed to by:

Employee name

Signature

Date

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

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

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In accordance with its Aboriginal and Torres Strait Islander Workforce Strategy, Policy and Procedure and Section 12 of the Equal Opportunity Act 2010, the University has designated this position as a targeted Aboriginal or Torres Strait Islander Position. Only Aboriginal and Torres Strait Islander people are eligible to apply.

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 FedUni Children's Centre Gippsland 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 building 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 FedUni 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 FedUni Children's Centre Coordinator on more complex and individual care requirements (including health and well being) 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), FedUni 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 FedUni Children's Centres and University policies and procedures.

Training and Qualifications

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.

Anaphylaxis, Asthma and current First Aid (Level 2) certificates. A Safe Food Handling Certificate would also be advantageous.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card which demonstrated suitability for employment in a Children's Service.

Completion of the Victorian Government, Department of Education online training 'Protecting Children- Mandatory Reporting and other obligations' eLearning Module.

Position/Organisational Relationships

The Early Childhood Educator, Certificate III Qualified is under the routine supervision of the Early Childhood Educator, Diploma Qualified and the FedUni 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:

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.

Anaphylaxis, Asthma and current First Aid (Level 2) certificates. A Safe Food Handling Certificate would also be advantageous.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card which demonstrated suitability for employment in a Children's Service.

Completion of the Victorian Government, Department of Education online training 'Protecting Children- Mandatory Reporting and other obligations eLearning Module.
2. 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).
3. Provide a Confirmation of Aboriginality and/or Torres Strait Islander Heritage or Statutory Declaration of Aboriginality and/or Torres Strait Islander Heritage.
4. Demonstrated ability in providing quality care and learning environments for children.
5. Demonstrated knowledge and understanding of child development and the ability to convey acceptance of and sensitivity to family and children's values and needs.
6. Knowledge of health and safety requirements specific to Early Childhood Education.
7. Well-developed organisational and written skills, and effective communication skills including conflict resolution skills.
8. Ability to delegate tasks, supervise others and work as part of a team at the Gippsland Campus.
9. Ability to work as a part of a team to promote the field of Early Childhood as valuable within the broader community.
10. Willingness and consent to work as an Early Childhood Educator in a research and demonstration Early Childhood Education Centre.
11. Demonstrated working knowledge and application of the Child Safety Standards.
12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.