

<b>Position Title</b>	Assistant Educator
<b>Classification</b>	Level AEDU (as per UWA Child Care EBA)
<b>School/Division</b>	Accommodation and Commercial Services
<b>Centre/Section</b>	UWA Child Care
<b>Supervisor Title</b>	Centre Director – UWA Early Learning Centre
<b>Supervisor Position Number</b>	FSR 310706 and 100372
<b>Position Number</b>	FSR Various

## **Your work area**

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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**

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Reports to: Centre Director – UWA Early Learning Centre

## **Your role**

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An Assistant Educator at the Early Learning Centre is employed to assist in the supervision and care of children aged 0 to 5 years and participate in the planning, implementation and evaluation of the developmental program.

## **Your key responsibilities**

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Implement the facility's policies and procedures and uphold its philosophy

Assist Qualified Educators in the planning, preparation and implementation of the developmental program and supporting pedagogical documentation

Maintain a safe, secure and hygienic learning environment

Interact positively and appropriately with children and implement routines which enhance well-being

Participate in a team approach to the delivery of care

Actively participate in team meetings and attend further professional development, where appropriate

Liaise effectively with parents

Other duties as directed

## **Your specific work capabilities (selection criteria)**

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Hold, or be actively working towards, a Certificate III in Children's Services; (Early Learning Centre staff only)

Knowledge and understanding of the Education and Care Services National Law (WA) Act 2012 and the Education and Care Services National Regulations 2012

Experience in working in the Education and Care industry and working with children 0 to 5 years

Understanding and experience with the Accreditation and Assessment rating process in accordance with the Australia Children's Education and Care Quality Authority (ACECQA) is desirable

Awareness of the Early Years Learning Framework (EYLF) and the National Quality Standards and Elements is desirable

## **Special requirements (selection criteria)**

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Current Working with Children Check

Able to fit the physical requirements of the position

HLTAIDo09-012 Provide First Aid in an Education and Care setting is desirable

## **Compliance**

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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](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)