

<b>Position Title</b>	Qualified Educator
<b>Classification</b>	Level QEDU
<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 100372 and 310706
<b>Position Number</b>	FSR 310239

## **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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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**

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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 Centre Director's, 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)**

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Diploma of Children's Services, as recognised by the Education and Care Regulatory Unit (ECRU)

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 programs and daily routines independently

Proven ability to supervise and work in a team environment

Good verbal and written communication skills

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

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Current Working with Children Check

Able to fit the physical requirements of the position.

HLTAID009-012 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/)