



| Position Description | | | |
|----------------------|---|--------|-----------------------------|
| Position Title: | Early Childhood Educator (Cert III and Diploma) | | |
| Business Unit: | Education | | |
| Location: | Various | | |
| Reports to: | General Manager Operations and Educational Leader | | |
| Employment Type: | Part Time or Casual | Hours: | As per Employment Agreement |
| Approval: | CEO | Date: | October 2020 |

About GEKA:

As a not-for-profit early year's organisation, GEKA's historical roots are grounded in the belief that our purpose is to provide exceptional management and high-quality service provision to the community. Our current offerings include kindergarten programs, holiday care, inclusion and education support and the delivery of professional development.

GEKA are committed to being an employer of choice and the ongoing development of our people.

Further information about GEKA can be found by visiting <https://geka.org.au/>

GEKA Vision: To be the leading provider of innovative, professional, inclusive Early Years education that fosters a lifelong love of learning.

GEKA Values: Respect, Authenticity, Integrity, Community, Celebration.

Position Summary and Context

Early Childhood Educators (Cert III and Diploma) will:

- Use their sound knowledge of current early childhood pedagogy, child development, relevant legislation and innovative practices to assist in the delivery of high quality, individualised early childhood programs
- Collaborate with children, families and colleagues to develop a flexible, emergent curriculum with a strength-based approach
- Contribute to the planning, implementation and evaluation of innovative and inclusive programs informed by the National and Victorian Early Years Learning Frameworks and the National Quality Standards
- Contribute to the creation of a flexible, calm and responsive environment
- Contribute to the ongoing documentation of individual children's learning and development and ensuring that it remains current
- Assist with the set-up, pack-up and effective supervision of a rich learning environment that is maintained in a safe, stimulating and educationally appropriate condition
- Maintain current knowledge of the Early Childhood sector by demonstrating reflective practices and committing to ongoing Professional Development (at times outside of contracted hours)
- Have a sound knowledge of GEKA policies and procedures
- Perform duties in consultation with colleagues and show initiative
- Be solution focused in the resolution of any issues

Relationships

| Internal Relationships | External Relationships |
|--|--|
| <ul style="list-style-type: none">• GEKA Management• GEKA Leaders• GEKA Teachers and Educators• GEKA Office Staff | <ul style="list-style-type: none">• Local and wider community• GEKA children and families• External educational/support staff• Allied health professionals• Contractors• Volunteers/students• Department of Education & Training |

Key Responsibility Areas

Child-Focused Educational Program

- Support the implementation of high quality educational programs and daily routines for individuals and groups based on the current skills, strengths and interests of children
- Create a safe and welcoming environment for the children and families attending the kindergarten and ensure every reasonable precaution is taken to protect children from hazards and harm
- Prepare and reset learning experiences with other educators in the team
- Contribute to the ongoing documentation of individual children's learning and development
- Support the physical, social, spiritual and emotional needs of the children

Relationships with Stakeholders and Community

- Develop positive relationships and effective communication with families based on mutual respect
- Consult with families on issues of children's development and programming
- Relate sensitively to people, approaching each child and family with equity
- Ensure interactions with children, families, colleagues and management that reflect the GEKA philosophy, policies, procedures and values
- Maintain confidentiality on all issues relating to children and families, complying with the GEKA Privacy and Confidentiality Policy
- Represent and present GEKA positively in all interactions with the early childhood sector, families, local schools, the broader community and the Volunteer Parent Advisory Group

Professional Practice

- Work as a member of a cooperative and professional team to maintain and continuously improve the standard of service offered
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, solution focused conflict resolution whilst respecting confidentiality
- Be actively involved in the Assessment and Rating process for the service
- Support colleagues, students and volunteers as required
- Ensure practice reflects a knowledge of and commitment to all GEKA policies and procedures
- Attend and participate in staff meetings and professional development provided by GEKA and the early childhood sector

Compliance and Risk Assessment

- Complete daily, weekly and annual safety checks and report all Workplace Health and Safety hazards and incidents to GEKA Management
- Contribute to documentation related to Emergency Management Responses (lockdown, evacuation, lock out etc.)
- Accurately and promptly communicate all serious incidents, complaints and issues to GEKA Leaders/Management
- Ensure the service is maintained to a high level of hygiene and safety and ensure routine WHS tasks are performed as required
- Ensure the kindergarten is clean, safe and inviting, with effective supervision in place to ensure children's safety
- Report any issues regarding the health, safety and wellbeing of children to GEKA Management within required mandatory reporting timelines and in line with GEKA policy
- Implement practices that ensure compliance within budget limitations, WHS, Assessment and Rating standards, GEKA policy and regulatory compliance
- Actively assess the environment for risk and ensure that it is compliant with the Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010

Key Selection Criteria (KSC):

Essential KSC:

- A minimum of Certificate III in Early Childhood Education and Care or equivalent, as approved by the Australian Children's Education & Care Quality Authority (ACECQA)
- Must hold a valid and current Working with Children Clearance (VIT if applicable)
- Must hold a valid and current First Aid (Level 004), CPR and Child Protection certificates
- A sound knowledge of current best practice that is reflective of the approved National Quality Framework, Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010
- Awareness and understanding of the National Quality Standards
- Ability to contribute to the development of a kindergarten program that is reflective of the National Early Years Framework and the Victorian Early Years Learning and Development Framework
- Demonstrated knowledge and ability to work in a team to deliver high quality education
- Excellent interpersonal and communication skills (both written and oral) and confidence to engage with a diverse range of people
- Demonstrated ability to be solution focused in thinking and practice

Desirable KSC:

- Experience in implementing high quality educational programs for children
- Drivers licence and ability to work across multiple GEKA services
- Availability to work a minimum 3 days per week

Workplace Health and Safety

All staff are required to take reasonable care of their own health and safety and that of others who may be directly affected by their conduct. <https://geka.org.au/policies/>

We are a child safe organisation

GEKA is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with GEKA is subject to a satisfactory national (and international where relevant) police check and Working with Children Check prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

Acceptance of Position Description

I accept the terms of this position description in accordance with the offer of employment with Glen Eira Kindergarten Association Inc. (GEKA). I accept the responsibilities, expectations and duties outlined in this position description.

Signature of Employee

Date

Signature of GEKA Leader/Manager

Date