



## **POSITION DESCRIPTION**

<b>Title:</b>	<b>Early Childhood Educator - Trainee</b>
<b>Enterprise Agreement:</b>	MKWCCC 2006
<b>Classification:</b>	Early Education and Care Employee Level 1
<b>Usual Work Location:</b>	Anglicare Goulburn Early Childhood Centre
<b>Cost Centre:</b>	433
<b>Usual hours of work:</b>	minimum of 32hrs a fortnight
<b>Position Objective:</b>	Early Childhood Educator - Trainee Provide support and care to children as well as participate in the development, implementation and evaluation of educational programs suitable to the needs of the children at the Centre.
<b>Essential Qualifications:</b>	Prepared to actively work towards a Certificate III in Early Childhood Education and Care Current Working Children's Check

## **Position Responsibilities:**

### **Personal and Professional Development:**

- To be committed to learning and studying Certificate III in Early Childhood Education and Care.
- Actively participate in the Performance Management process as required.
- Attend staff meetings, team development and planning seminars.

### **Communication:**

- Act in a professional manner at all times.
- To communicate with the centre director in a timely fashion, particularly around leave notification.
- Maintain confidentiality on all issues relating to the organisation, the children, families & colleagues.
- Treat all children & families with respect & equality, whilst being responsive to their needs.
- Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.

### **Documentation:**

- To assist in the completion of documentation that is accurate, completed and stored in a professional and timely manner.
- To assist in the development, implementation and evaluation of an educational program suitable to the needs of the children at the Centre.

### **Application:**

- To notify the Room Leader/Director of any matters relating to concerns for the well-being of any children;
- To endeavour to establish warm, nurturing relationships with each child and friendly, supportive relationships with parents;
- To attend to children's personal hygiene and toileting throughout the day;
- To be responsible for cleanliness and tidiness of the Centre;
- To ensure that all regulations, licensing guidelines, Centre policies and procedures are observed;
- To provide a safe, physical environment;

- To be actively involved in the Quality Improvement system;

**Teamwork:**

- Be aware of, and practice according to, the organisation's mission, core values and strategies.
- Work harmoniously with other team members to achieve excellence in every aspect of service delivery.
- Resolve any workplace conflict in a professional manner and through the correct organisational processes.
- Maintain and initiate regular and professional communication with all relevant colleagues and managers.

**Continuous Improvement:**

- Develop an understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement plan and other organisational activities to meet Centre and Assessment and Rating Standards.

**Key behaviours:**

Child and Family Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

Personal and Professional Development

Engages in and instigates professional development, conversations and research.

Communication

Communicates respectfully, clearly and accurately – listens to and understands the views of others.

Team Building

Promotes the achievement of results through cooperation and joint efforts between team members.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

**Selection Criteria:**

**Key skills:**

- The ability to engage and interact with children.
- The desire to communicate effectively with families.
- Excellent written and verbal communication skills.
- To be motivated to learn and improve practices.

**Key experience:**

- An understanding of the needs of children and families and how to meet them.
- Excellent written and verbal communication skills.
- Demonstrated ability to work with a team.

**Reports to:**

Centre Director