

POSITION DESCRIPTION

ASSISTANT EDUCATOR



This document is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- Cire **Early Learning** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

Our Values



OVERVIEW	
Title	Assistant Educator
Business Unit	Early Learning
Department	Long Day Care
Reports To	Executive Manager – Early Learning
Primary Location	Chirnside Park, Mount Evelyn, Yarra Junction
Award and Classification	Children's Services Award 2010
Date Prepared	October 2021

POSITION PURPOSE	
The Assistant Educator supports the delivery of a high quality learning experience for children. They promote the well-being and development of each child in a safe and nurturing environment, working collaboratively with the team to achieve goals.	

PARAMETERS	
Direct Reports	N/A
Key Internal Stakeholders	Staff members, Volunteers, Room Leaders, Centre Director, Assistant Director, Executive Manager – Early Learning
Key External Stakeholders	Children, Families, Students

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Key Challenges	<ol style="list-style-type: none"> 1. To ensure adherence to compliance and regulatory requirements, while maintaining a positive experience for the children 2. Finding new and engaging ways to support the children’s experience 3. Staying up to date with industry trends and changes
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QUALIFICATIONS AND CERTIFICATIONS

- Minimum Certificate III in Early Childhood Education and Care (ECEC) or equivalent
- Current Level 2 First Aid Certificate
- Food Handlers Certificate
- Current Working with Children Check
- Clear Police Check
- Clear Australian Right to Work Check
- Full Australian drivers licence

KNOWLEDGE AND EXPERIENCE

- Experience as an early childhood educator or assistant educator
- Able to plan activities and programs
- Working knowledge and experience managing challenging behaviours through supportive play and nurturing
- Understanding of childcare industry standards and legislation

CAPABILITIES

- High level of customer service
- Excellent communication skills, verbal and written
- Ability to work effectively in a team environment
- Compassionate, caring and empathic

YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Program Development	<ul style="list-style-type: none"> • Complete fortnightly observations as part of the individual child’s program • Support and assist in the provision of a safe environment for children • Arrange play spaces that are inviting and encourage children to express themselves creatively • Support and assist in the ongoing sharing of information with families in relation to the care, welfare and development of their children • Support and assist in the provision of a program that is innovative, culturally appropriate and values individual needs • Complete daily evaluations relating to framework requirements 	<ul style="list-style-type: none"> • Programs are engaging, relevant and appropriate • Positive feedback from families and children • Relevant information is shared and recorded

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Frameworks	<ul style="list-style-type: none"> • Work within regulatory frameworks • Ensure understanding of the service philosophy and mission statement • Ensure all children develop a sense of belonging and are treated equally • Children are spoken to with respect and kindness • Maintain relevant knowledge and skills in early childhood development and Early Years Learning Framework (EYLF) • Maintain knowledge of the NQS and actively participate in Assessment and Rating including the review of Centre QIP • Maintain knowledge of all regulatory requirements 	<ul style="list-style-type: none"> • Work and actions represent the service philosophy • All programs and actions relate to the regulatory frameworks • Children are treated with respect and kindness • There are zero instances of abuse by you towards the children, either psychological, emotional or physical
Operations	<ul style="list-style-type: none"> • Contribution to the program newsletter outlining what has taken place pedagogically in the learning environment • Actively participate in annual work appraisals scheduled by management • Actively participate in all training opportunities approved by management • Participate in monthly evacuation drills 	<ul style="list-style-type: none"> • Demonstrated understanding of service and organisational policies and procedures • Thorough and up to date knowledge of the requirements in the staff handbook • Learning supports your practice
Teamwork	<ul style="list-style-type: none"> • Actively participate in and promote positive teamwork within the service and within the organisation • Build relationships based on trust, respect and honesty • Work effectively as a team to ensure the smooth running of the room and service • Attend and contribute constructively at staff and room meetings • Involvement in all aspects of the education of children including inside/outside play, individual and group experiences 	<ul style="list-style-type: none"> • Positive feedback from team members • The service has a culture of collaboration and respect • Strong relationships support the positive outcomes in the service
Relationships	<ul style="list-style-type: none"> • Parents are informed about their child's development, incidents, accidents or concerns • Develop partnerships with families and engage in shared decision making and respect parents' wishes regarding their child • Assist parents to have a smooth transition into the service at orientation 	<ul style="list-style-type: none"> • Each parent is acknowledged upon entry into the program • Positive relationships are built with the families and children • Positive feedback from families

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Values	<ul style="list-style-type: none"> • Demonstrate and work with: • Integrity; • Respect; and • Quality. 	<ul style="list-style-type: none"> • We do what we say, and we stay true to our values and commitments • We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise • We focus on providing high quality services across all aspects of our organisation
OH&S	<ul style="list-style-type: none"> • Understand Worksafe requirements and act responsibly • Comply with OH&S standards and responsibilities • Report hazards and incidents immediately or within 24 hours at the latest • Regularly check the workplace for safety • Ensure other employees are operating safely, and address unsafe practices 	<ul style="list-style-type: none"> • Workplace incidents and hazards are addressed within the required timeframes • You operate safely at all times
Ad hoc	<ul style="list-style-type: none"> • Other duties and projects as reasonably directed from time to time 	<ul style="list-style-type: none"> • Demonstrated flexibility and adaptability to ad hoc requirements

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

Employee name

Employee signature

Date