

# Early Childhood Educator (Certificate III) Position Description



<b>Position title</b>	Early Childhood Educator (Certificate III)
<b>Department</b>	Early Education
<b>Reporting Manager</b>	Manager of Early Education
<b>Direct Reports</b>	Preschool Leadership Team
<b>Date prepared</b>	8 March 2024

## Position Summary

The role of an Early Childhood Educator at Learning Links is fundamental in the provision of high-quality, inclusive early childhood education and care to children of diverse abilities and their families. They serve as a cornerstone for fostering positive relationships within the learning community, engaging in regular communication and collaborative efforts with various teams to ensure a cohesive and supportive environment for children's growth and development.

Early Childhood Educators play a pivotal role in enhancing the overall quality of education and care provided by collaborating with the preschool team. They actively participate in team meetings, sharing insights and best practices to continually innovate learning experiences. They are committed to their professional growth, engaging in ongoing training and development opportunities to stay abreast of best practice.

The Early Childhood Educator role at Learning Links involves ensuring compliance with relevant regulations and standards in early childhood education and care. This includes understanding and implementing the Education and Care Services National Regulation and Law, as well as adhering to Child Protection Laws, including Mandatory Reporting, and Child Safe Standards. The role follows organisation and team processes and procedures and suggests and contributes to changes in processes and procedures to improve our ways of working. As a staff member of Learning Links, the holder of this role lives the organisational values of excellence, integrity, collaboration, and empowerment, and contributes to a culture of trust, transparency, high performance, innovation and care.

### Support Office

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## Responsibilities and Duties

### *Quality and compliance*

- Fulfil requirements and documentation as the Responsible Person on duty as required.
- Understand Education and Care Services National Regulation and Law
- Understanding of the National Quality Framework and Early Years Learning Framework.
- Understand and have a working knowledge of Child Protection Law (Mandatory reporting) and Child Safe Standards and Reportable Conduct
- Adhere to the ECA Code of Ethics and United Nations Convention of the Rights of the Child.
- Be involved in all areas of preschool's development, implementation and evaluation of quality standards, practices and QIP/Self-assessment.
- Manage and maintain the highest standard of confidentiality, privacy and security in managing children's records, IT systems and operational requirements Support a zero incident and injury culture and report and act on any issues in line with
- policies and legal requirements.
- Understand and implement all Work Health and Safety practices and procedures.

### *Leadership and Teamwork*

- Collaborate with team to create a proactive, healthy environment. Utilise strong interpersonal skills for respectful partnerships.
- Collaborate with colleagues to identify opportunities for continuous improvement across all aspects of the preschool's operations.
- Foster team collaboration and encourage effective communication during the planning and delivery of a high-quality program and curriculum.
- Contribute to cultivating an atmosphere of trust and professional respect by maintaining an attitude of openness, tolerance, and constructive conflict resolution processes. Uphold confidentiality to ensure a supportive environment.
- Support the Leadership team in developing a robust and inclusive educational program and curriculum for children and families.
- Demonstrate sound judgment when facing challenges and issues, promptly escalating to the leadership team when necessary to ensure effective resolution.
- Maintain the preschool routine and curriculum, ensuring tasks are distributed equitably among all team members to promote fairness and efficiency.
- Contribute to leading positive change initiatives aimed at meeting the needs of all stakeholders and reflecting a commitment to continuous improvement.
- Provide assistance with administrative duties as required or requested to support the smooth functioning of the service.

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- Ensure direct manager is promptly informed of any issues that may impact children, regulatory compliance, or the overall service operations.
- Offer support and guidance to facilitate the smooth induction of new staff members, students, and volunteers, ensuring a seamless transition into the team.

## *Children and Families*

- Actively engage in children's play, promoting holistic development and conflict resolution.
- Respond positively, respectfully, and with genuine interest to foster a supportive atmosphere.
- Foster open discussions on emotions, social justice, and inclusion.
- Uphold confidentiality and demonstrate awareness of diversity, respecting the cultural backgrounds and individual circumstances of children and families.
- Contribute to creating an environment that celebrates diversity, reflecting the rich cultural tapestry of the broader community, including Indigenous communities.
- Advocate for and build trust with families, offering adaptable support and maintaining confidentiality.
- Communicate respectfully and sensitively with families, providing updates on their child's day.
- Offer flexible solutions to support families, demonstrating empathy and understanding of their unique needs.
- Play an active role in the enrolment process, welcoming new children and families and ensuring a smooth transition.
- Forge community partnerships aligned with the preschool and organisational vision.

## *Educational Program and Practice*

- Implement preschool philosophy, guiding effective teaching pedagogy.
- Support play-based programs aligned with Early Years Learning Framework (EYLF).
- Develop and support team members in the creation and maintenance of projects responsive to children's evolving interests.
- Demonstrate effective communication and collaboration with team members for the creation and management of children's IFP and IFSP plans.
- Ensure curriculum decisions enhance each child's unique learning journey.
- Plan, implement, and regularly evaluate programs for individual children using the weekly reflection summary.
- Employ intentional teaching strategies to effectively scaffold learning.
- Plan inclusive learning materials reflecting diversity and inclusivity and contribute insights to inclusive curriculum discussions
- Utilize daily routines as valuable learning opportunities.

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- Support team to create flexible, culturally responsive learning spaces that are sustainable in the indoor and outdoor environment.
- Participate actively in ongoing professional development and training.
- Contribute to staff meetings and share observations and ideas.
- Uphold children's well-being by ensuring their health needs are met including during emergencies.
- Ensure safety and cleanliness of premises and equipment at all times.

## Key Performance Indicators

- Preschool achieves a minimum of Meeting National Quality Standard in assessment and rating.
- Completion of self-reflection and performance reviews within the agreed timeframes.
- Completion of compliance requirements within agreed timeframes
- Complaints are kept to a minimum and quickly resolved.
- Attend all professional development days and additional training
- Evaluation of projects and programs are reflected weekly in the weekly reflection template

## Relationships

- Reports directly to the Manager of Early Education or Early Childhood Teacher
- Works closely with Preschool Leadership Team
- Works with all members of the Early Education Team
- Works directly with children, families and external stakeholders
- Works with various individuals across the organisation

## Qualifications, Skills and Experience

- ACECQA approved Certificate 3 qualification
- Demonstrated understanding of current Early Education and Care legislation and regulations including the EYLF and NQS.
- Current ACECQA approved first aid, CPR, anaphylaxis, and asthma certificates.
- Current ACECQA approved Child Protection training.
- Current Child Safe Training from the Office of the Children's Guardian
- Working with Children Check
- NDIS Worker Screener check
- Ability to undertake the physical requirements of the role.

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## Physical Requirements

- Must be able to undertake regular travel as required from time to time in the role.
- Must be able to safely lift and carry up to 10kg of weight.
- Physical ability and range of motion including ability to be sitting, standing, walking, squatting, kneeling, bending, twisting, gripping, and climbing stairs.

## Learning Links Vision, Mission and Values

### Our vision

All children who face difficulties with learning are understood and supported to reach their potential.

### Our mission

To work in partnership with families, schools, early childhood settings and communities to provide expertise and evidence-based supports for children's

### Our Purpose

To help children who face difficulties with learning gain the skills and confidence to learn alongside their peers.

### Values

Embracing Inclusivity | Stronger Together | Leaders in Learning | Caring and Compassionate

## Document Control

Completed by: Preschool Director

Date: 8 March 2024

Reviewed by: Chief Operations Officer

Date: 1 May 2024

Version: 2.0

## Employee sign off and acceptance

Note: completed digitally in e-Recruitment system

I have read, understand, and accept the expectations of this position description.

*The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.*

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