

Position Description

Early Childhood Educator (Diploma)

Job family	Direct Service Delivery (DSD)
Reporting to	Preschool Director
Directly supervising	NA
Date prepared	23 November 2021

Position Purpose

The Educator is an active contributor in the children's services team which provides high quality inclusive early childhood education and care to children of all abilities and their families.

This includes:

- Developing strong relationships with children reflecting child focussed and strengths based practice.
- Developing strong relationships that support and partner with families.
- Implementing best practice as per the Education and Care Services National Regulation and Law and the Early Years Learning Framework curriculum.
- Implementing the policies and procedures of Learning Links at all times.
- Working collaboratively with other staff towards continuous improvement in all aspects of the service's operations.
- Demonstrating effective interpersonal and communication skills when interacting with all stakeholders.

Document Control	
Completed by: Preschool Director	Date: 23 November 2021
Reviewed by: GM, Service Quality, Risk and Compliance	Date: 23 November 2021

Employee sign off and acceptance		
I have read, understand, and accept the expectations of the Educator Role.		
I understand and accept my responsibilities under the Education and Care Services National Law and Regulations regarding the role of Certified Supervisor and Responsible Person at the service.		
Employee:	Signature:	Date:

This document was developed using Community Child Care Cooperative and the ACECQA Guide to the National Quality Standard.

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.

Please print this page only, sign your acceptance, and return this page only to Human Resources at Learning Links.