

Position Description from Treehouse Childcare Centre:



Early Childhood Educator

Reports to Director and Qualified in Charge

AIM OF THE POSITION:

- ❖ To work in accordance with Centre philosophies, policies and procedures.
- ❖ To comply with all legal obligations, the National Childcare Services Regulations, the National Law, and the National Quality Framework.
- ❖ To ensure Occupational Health and Safety guidelines are followed.
- ❖ To provide appropriate quality care for children attending the centre in all age groups.
- ❖ To help generate an environment that meets the individualised emotional, social, educational and physical needs of the children at the Centre.
- ❖ To help establish and maintain good working relationships between staff and parents.
- ❖ To maintain a professional standard and attitude.

DUTIES:

- ❖ To work with the Director and other team members in helping to plan the children's daily living and learning experiences, and assist children to gain the most benefit from these.
- ❖ To provide care and encourage development for children, ensuring that their social, emotional, intellectual and physical needs are met.
- ❖ Maintain an attractive, safe and hygienic indoor and outdoor working environment.
- ❖ To make relevant observations according to the Early Years Learning Framework, and to be able to critically reflect both individual and group experiences (whether planned or spontaneous), including self-reflections.
- ❖ Assist in the implementation of programs and contribute to the evaluation of such programs.
- ❖ Encourage parents to feel they are a part of the Centre and can participate in any of the programs.
- ❖ To provide information to parents about how their children are progressing.
- ❖ Implement and adhere to Centre policies and procedures.
- ❖ To attend staff meetings as required.
- ❖ To carry out duties as per daily roster and routine.
- ❖ To be sensitive to and aware of other staff members, and to make effective contributions as a part of the staff team.
- ❖ To be responsible for such other duties as the Director, Assistant Director and/or Management Committee may determine from time to time.
- ❖ Use open and effective communication processes.
- ❖ To attend professional development training as required.
- ❖ Participate in the Centre's yearly performance review process.
- ❖ Ensure Occupational Health and Safety guidelines are followed.