



Pittwater House

POSITION DESCRIPTION

TITLE Co educator (Diploma trained)

LOAD: Full time / Part time

REPORTS TO: ECC Coordinators

POSITION OVERVIEW:

The Co educator will work alongside and support the teaching staff of the Service. The Co educator will always adhere to the Education and Care Services National Regulations under the Education and Care Services National Law, child protection regulations as well as the policies, goals and philosophy of the Centre. The Co educator will uphold the 'National Quality Framework' and 'National Quality Standards' as per the Centre's Philosophy, goals, policies and procedures.

LIAISON WITH:

- The Early Childhood Centre Coordinators
- Parents and carers
- The ECC staff

PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating and maximising the pedagogical needs of each child is the primary aim of Pittwater House Schooling. The ECC's philosophy realises that Early Childhood Education is the foundation of a child's journey into lifelong learning. This journey requires a close partnership of both educators and family who will exercise the children's fundamental right to be heard and to contribute to their own educational discoveries. Our approach to our Early Childhood Program is recognised as an ongoing process which develops each child's personality, talents and abilities to the fullest (UNCROC 1990).

QUALIFICATIONS:

The Co educator will hold a Diploma of Early Childhood Education and Care (or previous equivalent)

Current Senior First Aid certificate

Current CPR certificate

Current approved anaphylaxis and emergency asthma management training

Maintain a valid Working with Children Check at all times

KEY RESPONSIBILITIES

- To assist in the planning and implementation of the program.
- To have direct responsibilities for the management of a group or groups of children in conjunction with the Employer of the service.
- Ensure the maintenance of a healthy and safe work environment.
- Ensure a safe, healthy and clean indoor and outdoor environment for children.
- Liaise with parents as to needs of the children and the service.
- Assist in the maintenance of documentation.
- Ensure that all regulations, licensing guidelines, service policies and procedures are observed.
- Assist in the administrative duties which relate to effective room management and child care responsibilities.
- Possess and maintain a current first aid certificate recognised under the Children (Education and Care Services) National Law (NSW) and the Education and Care Services National Regulations as amended and administer first aid as required.

IN RELATION TO THE CHILDREN

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same. No staff member should be performing another task whilst supervising the children.
- Be a passionate educator and ensure our Centre philosophy is reflected in daily practice.
- Assist in the collection, recording, evaluation and reflections of children's records and observations, as required by Department of Education and Communities and National Quality Standard and ensure all educators in your room are complying with these requirements.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.



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- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.
- You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately in accordance with the Centre's policy and procedure - <https://reporter.childstory.nsw.gov.au/s/mrg> (NSW).

IN RELATION TO FAMILIES

- Liase with families regarding their child's day.
- Respect the confidentiality of all information about a child.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure medical policy and procedure is followed.

IN RELATION TO COLLEAGUES

- Follow the directions of the Educator.
- Implement the room's routine and the Centre's procedures.
- Assist the Educational Leader and guide room staff in observing and planning for individual children and the total learning environment.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- Work as a team.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff member bring to the Centre.

IN RELATION TO THE PROGRAM

- Assist with the planning, implementation, evaluation and reflections of the program.
- Utilise a variety of teaching strategies including intentional teaching.
- Assist in the set up and maintenance of the indoor and outdoor environment.

- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.

IN RELATION TO THE SERVICE

- Develop a working relationship with colleagues to ensure the effective operation of the Centre.
- Attend staff meetings and PD sessions when required.
- Assist to maintain the room's routine and procedures in respect of daily checklists, programming and record keeping.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Immediately report all maintenance, W.H&S, and safety concerns to the Coordinator for follow-up.
- Assist in providing an environment that is safe, fun, interesting and appealing.
- Adhere to the Service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Gain an understanding of the Service's Quality Improvement and self-assessment procedures and contribute to the continuous improvement of the centre
- Maintain a sound and current understanding of the National Quality Standard
- Maintain a working knowledge of the Early Years Learning Framework.
- Maintain awareness of current issues in children's services.
- Demonstrate an ability to work in partnerships with families.
- Demonstrate a professional level of written and verbal communication skills.
- Have an understanding of Child Protection legislation and its implications for the care and protection of children.
- Have an understanding of Occupational Health and Safety legislation and safety issues relating to children and staff.
- Assist the coordinator in maintaining the Quality Improvement Planning routine.

Performance:

There will be a review of the role at the end of the initial term of employment where the incumbent meets with the Coordinator.

Reviewed October 2020