

DUBBO CHRISTIAN PRESCHOOL

POSITION DESCRIPTION



POSITION DETAILS

Position Title:	Educator (Diploma)
Department:	Dubbo Christian Preschool
Date Established:	19 November 2021
Reports to:	Room Leader Director
Commencement Level:	Preschool/Childcare Services – Level 4

Primary Purpose

The Educator (Diploma) is an integral part of the Preschool team and works in partnership with, and under the direction of the Director and/or Room Leader (ECT/Diploma). The Room Leader in charge for the day, may vary the specific responsibilities, but in all cases it is expected that a cooperative and collaborative team will be formed under the direction and guidance of the relevant staff members.

The Educator (Diploma) is to contribute to the provision of a quality educational service with the preparation of experiences and enhancement of the learning process with assistance and support from the Room Leader. This includes both the preparation of learning material for the learning environment and supporting children throughout the day.

Essential Criteria

- Diploma of Early Childhood Education and Care or equivalent
- A committed Christian and active member of a church
- Demonstrated ability or experience to perform as an Educator
- Ability to work in a team and maintain a positive and professional approach to children, co-workers and other members of the Preschool community
- Demonstrated proficiency and competence in the use of technology to enhance educational outcomes
- High level of interpersonal and communication skills
- Vaccinations in accordance with NHRMC best practice standards

Desirable Criteria

- First Aid Qualification HLTAID004
- Basic knowledge of Workplace Health and Safety

Personal Attributes

- A commitment to the Preschool's Vision, Mission and Christian perspective
 - Commitment to contribute to the wider Berakah community
 - Well-developed written, oral and organisational skills
 - A commitment to the Preschool's Child Safe Standards
 - Demonstrated resilience and use of initiative
 - A commitment to ongoing personal professional development and best practice
 - The ability to be discreet and maintain confidentiality
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KEY RESPONSIBILITIES

In all matters concerning their appointment, the Educator (Diploma) will be accountable to the Director or Responsible Person In Charge and the ECT/Room Leader. The Educator (Diploma) contributes to the following areas of responsibility:

Main Duties

- Ensuring a safe environment is maintained for children and employees
- Ensuring that records are maintained accurately for each child
- Greet the children and parents on arrival and departure
- Ensuring adherence to the policies and procedures
- Modelling and supporting developmentally appropriate social behaviour and skills while interacting with children
- Assist in the preparation of the learning environment, teaching materials and outdoor equipment for the daily activities
- Contribute to the safety, wellbeing and pastoral care of children
- Assist children with behaviour guidance strategies
- As required, in the absence of Room Leader, assume the role of Room Leader

Working with Children with Special Needs

- Communication between home and the Preschool is the responsibility of Room Leaders (ECT/Diploma) or Director. Educators under the Room Leader's direction can assist by providing information to them in identifying and sharing observations regarding the child's learning needs
- Provide learning support and pastoral care
- Support the development of an Individual Learning Plan

Administration Duties

- Observe and document with reference to the National Quality Standards and Early Years Learning Framework, considering the developmental needs, interests and abilities of the children
- Use technical skills to operate appropriate office equipment, including photocopier, computer and laminator to prepare educational resources
- Under the direction of a Room Leader (ECT/Diploma) or Director, assist with the preparation and maintenance of the learning environment, which may include: cleaning, maintaining equipment, materials and resources for use in classes, displays and experiences

Professional Engagement

- Display a high level of professional conduct
- Regularly attend and participate in staff meetings
- Participate in ongoing staff coaching and professional development

Other

- Carry out other duties as directed by the Director/Room Leader

Hours of Duty

Specific weekly hours and entitlements are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23