

Position description

Greater together 

Position title:	Early Childhood Educator, Certificate III Qualified
Institute/School/Centre/ Directorate/VCO:	Commercial Services
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 2 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Sally Matthews, Coordinator, Children's Centre Telephone: (03) 5327 8184 Email: s.matthews@federation.edu.au
Recruitment number:	JR101129

Position summary

The Early Childhood Educator, Certificate III Qualified will support and work alongside the Early Childhood Educator, Diploma Qualified in the room with the provision of programs which meet the needs, strengths and interests of the children in their care at Federation Children's Centre Mt Helen Campus by working as part of a team promoting a caring and relaxing environment for each child, while meeting the requirements of the Education and Care Services National Regulations, National Quality Standard, and the Early Years Learning Framework.

Portfolio

Federation Children's Centres at Mt Helen, SMB and Gippsland Campuses provide early childhood education including kindergarten and childcare up to the year before school. The Centres cater for families of Federation University staff, students and the local community. The Centres operate offer between 75-80 places, opening at 8:00 AM (7:00 AM Gippsland) and closing at 6:00 PM weekdays.

Federation Children's Centres provides research and demonstration facilities to the Institute of Education, Art and Community and Federation University TAFE Children's Services students.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Assist with the development of educational programs for children, preparation of meals, cleaning and maintenance of building and equipment.
2. Support and encourage positive relationships and communication between centre staff and parents to assist in the development of children.
3. Respect the confidentiality of information regarding children and families.
4. Work collaboratively and actively contribute to the team environment by using initiative to enhance the day to day functioning of the centre. Participate in staff meetings and in-service training.
5. Undertake any additional duties in the general running of the room/centre as requested in accordance with skills and interests.
6. Sound knowledge of the Child Safe Standards, child safety and child protection.
7. Provide a safe, stimulating and appealing environment, whilst maintaining effective operations of the centre.
8. Maintain and update children's records and ensure the timely and proper completion of all appropriate forms, documents and records necessary.
9. Adhere to Federation Children's Centres and University philosophy, policies and procedures and contribute to the development and review.
10. Signed consent to be a staff member in a research and demonstration Early Childhood Education Centre.
11. Understand and implement the principles outlined by The Victorian Early Years Learning and Development Framework (VEYLDF) the National Early Year Learning Framework (EYLF), National Quality Standard and keep up to date with research and current issues in the early childhood education field.
12. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
13. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
14. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Early Childhood Educator, Certificate III Qualified is under the routine supervision of the Early Childhood Educator, Diploma Qualified in the Centre and is required to assist with the activities of the day as directed.

The Early Childhood Educator, Certificate III Qualified will solve routine problems independently and will need to consult with the Early Childhood Educator, Diploma Qualified or Federation Children's Centres Coordinator on more complex and individual care requirements (including health and wellbeing) of the children.

The Early Childhood Educator, Certificate III Qualified is expected to have knowledge of and be able to apply Education and Care National Regulations, Occupational Health & Safety requirements, The Victorian Early Years Learning and Development Framework (VEYLDF) the National Early Year Learning Framework (EYLF), Federation Children's Centres and University policies and procedures.

The position is required to follow the Education and Care Services National Regulation, Occupational Health and Safety requirements and the Federation Children's Centres and University policies and procedures.

Position and organisational relationships

The Early Childhood Educator, Certificate III Qualified is under the routine supervision of the Early Childhood Educator, Diploma Qualified and the Federation Children's Centre Coordinator in providing Early Childhood Education and Care services to the University and local community.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - Certificate III in Childrens Services in accordance with the National Education and Care Services Regulations qualification requirements. Including relevant work-related experience and education/training.
 - Anaphylaxis, Asthma and current First Aid (Level 2) certificates.
 - A Safe Food Handling Certificate would also be advantageous.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).
3. Completion of the Victorian Government, Department of Education online training 'Protecting Children-Mandatory Reporting and other obligations' eLearning Module.

Experience, knowledge and attributes

4. A sound understanding of the Education and Care Services National Regulations, the National Quality Standard, the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Early Year Learning Framework (EYLF).
5. Demonstrated ability in providing quality care and learning environments for children.
6. Demonstrated knowledge and understanding of child development and the ability to convey acceptance of and sensitivity to family and children's values and needs.
7. Demonstrated knowledge of the Child Safe Standards, child safety and child protection.
8. Knowledge of health and safety requirements specific to Early Childhood Education.
9. Well-developed organisational, computer and effective communication skills, including conflict resolution skills.
10. Ability to delegate tasks, supervise others and work as part of a team.
11. Willingness to promote the field of Early Childhood as valuable within the broader community.
12. Willingness and consent to work as an Early Childhood Educator in a research and demonstration Early Childhood Education Centre.
13. Demonstrated working knowledge and application of the Child Safety Standards.

14. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.