

Position Description

POSITION TITLE	Certificate III Early Childhood Education and Care	
DIRECTORATE/SERVICE/PROGRAM	Client Services Early Years EYM Management	
REPORTS TO	Nominated Supervisor	
DIRECT REPORTS	Nil	
CLASSIFICATION: BCYF VECTEA 2020	EMPLOYMENT TYPE: Part Time Fixed Term	LOCATION: Colac/Geelong

ORGANISATIONAL OVERVIEW

Barwon Child Youth & Family's (BCYF) vision is for 'a community where people are safe, connected and empowered to live well.'

BCYF is an independent, not-for-profit community service organisation that provides, delivers and develops services, where the need exists, that advance the rights and well-being of children, young people and their families.

BCYF has a breadth of services ranging from prevention and early intervention, to complex care, which are delivered via a significant client services platform. BCYF is also the parent company of its subsidiary 'BAYSA', a registered housing provider of a range of accommodation and community support programs.

Governed by a Board of Directors and supported by an experienced leadership team, BCYF employs more than 300 staff and is committed to achieving its strategic priorities of service excellence, social impact and organisational sustainability. BCYF is committed to providing a safe and friendly environment for children and young people.

BCYF is an equal opportunity employer and encourage individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply. Reasonable adjustments will be made for people with disabilities where operationally viable.

POSITION PURPOSE

BCYF is an Early Years Management (EYM) provider. Early Years Management organisations have expertise in the delivery of high quality early childhood education and care services. EYM strengthens the management and delivery of community-based kindergarten programs.

The Certificate III in Early Childhood Education and Care (ECEC) educator will operate in a professional manner at all times and collaborate with colleagues to ensure the service provides a high quality educational program that meets the requirements of the Education and Care Services National Law Act 2010 and the Educational and Care Services National Regulations 2011.

KEY ACCOUNTABILITIES & DUTIES

The Certificate III qualified educator is required to undertake responsibilities and duties to assist with planning, implementing, documenting and evaluating a high quality educational program for all children and families within the Kindergarten.

Key Accountabilities & Duties

Measurable Outcomes

Service delivery

- Undertake all responsibilities and duties in accordance with the National Regulation and

<p>National Law as directed by the supervising staff member.</p> <ul style="list-style-type: none"> • Collaborate with colleagues to contribute to planning, implementing, documenting and assessing a high quality, developmentally and culturally appropriate, educational program for the children in accordance with the Victorian Early Years Learning and Development Framework (VEYLDF). • Provide a healthy, safe, respectful and welcoming environment ensuring children are adequately supervised at all times. • Maintain up to date records, retaining confidentiality of information relating in compliance with the Education and Care Services National Regulations 2011 and Barwon Child Youth and Family (BCYF) privacy policy. • Establish and maintain positive relationships with children and families 	<ul style="list-style-type: none"> • <i>Compliance with Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010</i> • <i>evidence of program planning and documentation meets VEYLDF requirements, cultural competence demonstrated, engages in professional development to keep abreast of current trends, theories and best practice</i> • <i>parent survey feedback indicates a positive environment, safety checklists are maintained, compliance to health and safety regulations, ratios are adhered to, environment is clean and tidy</i> • <i>audits indicate records are accurate, up to date and stored appropriately</i> • <i>Educators are engaged in learning experiences with children, families are actively involved in the service on committees, on duty and consulted in surveys and the Quality Improvement Plan (QIP)</i>
<p>Teamwork</p> <ul style="list-style-type: none"> • Support the Early Childhood Teacher and/or Diploma staff in their daily duties as required • Contribute to a positive team culture through staff meetings, Early Years Management meetings and other meetings as required • Establish links and working relationships with professionals and other services to support children and families within the service. 	<ul style="list-style-type: none"> • <i>Roles, responsibilities and routines are clearly defined, communicated and documented</i> • <i>Meeting minutes and actions reflect contribution and attendance and participation reflects BCYF's values</i> • <i>Educator refers children and families to the appropriate service, attends Early Years Network meetings</i>
<p>Quality and risk</p> <ul style="list-style-type: none"> • Contribute to the development of the service Quality Improvement Plan and comply with the National Quality Standards (NQS) • Implement risk management strategies, quality improvement and occupational health and safety practices • Operate within the policies, procedures, funding and regulatory requirements 	<ul style="list-style-type: none"> • <i>NQS are met and QIP implemented</i> • <i>Risk checklists are implemented daily, weekly and monthly, recorded and filed .Emergency management plans and procedures are practiced and recorded .OH&S issues reported.</i> • <i>Policies and procedures are adhered to. Compliance with Educational and Care Services National regulations and Educational and Care Services National Law Act.</i>
<p>Organisational Accountabilities & Duties</p> <ul style="list-style-type: none"> • Other reasonable duties as directed • Active involvement in the application of BCYF's quality and risk management frameworks • Comply with the standards of a child safe organisation in both practice and culture 	<ul style="list-style-type: none"> • <i>Demonstrated participation in continuous quality improvement and risk management activities</i> • <i>Adherence with Child Safe Standards.</i>

- Active involvement in professional development to build theoretical knowledge and practice capability

- *Demonstrated participation in professional development activities.*
- *Demonstrated willingness to work as a team member.*

KEY STAKEHOLDERS

- BCYF Early Years Management Team and other Early Years Programs
- Department of Education and Training
- Kindergarten committee and families
- Local Government
- Peak early childhood organisations
- Local community networks

ORGANISATIONAL VALUES & BEHAVIOURS

Our Values	Expected Behaviours
INTEGRITY <i>I am respectful, accountable and professional</i>	<ul style="list-style-type: none"> • I treat others with respect. • I demonstrate resilience and contribute to a positive workplace culture. • I reflect on my actions and practices and respond to constructive feedback. • I ensure that the organisational values and behaviours are reflected in my work. • I build strong professional relationships with colleagues, clients and partners
COMMITMENT <i>I am dedicated to achieving positive outcomes</i>	<ul style="list-style-type: none"> • I seek continuous improvement and solution based practises and outcomes. • I accept the accountabilities associated with my role and performance. • I embrace new ideas, methods and systems. • I take pride in my work and contribute to positive change. • I adapt when required and am flexible to changes in my role.
INCLUSION <i>I involve colleagues, clients and partners in my work</i>	<ul style="list-style-type: none"> • I engage and listen to clients and their families in planning and decision making. • I embrace opportunities to participate in organisational development. • I collaborate positively within my team and across the organisation. • I share my knowledge, achievements and learnings both internally and externally. • I recognise the strength that diversity brings to our workforce and community.

OHS RESPONSIBILITIES

The Board of Directors and Executive Management Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients), that is safe and healthy.

BCYF promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, BCYF will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

Required activities / working environment	Frequency
Computer based tasks, sedentary position, office based	Sometimes
Repetitive manual tasks	Often
Driving, in & out of vehicles	Rarely
Walking, climbing stairs, bending	Often
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
Working outside in differing weather conditions	Often
Attending external locations including client homes	Sometimes

A signed pre-existing condition declaration form is required to be completed prior to commencement.

KEY SELECTION CRITERIA

Essential

- Certificate III in Early Childhood Education and Care or equivalent qualifications suitable for a Certificate III ECEC educator listed in the Australian Children's Education and Care Quality Authority (ACECQA) qualifications list and in accordance with the *Educational and Care Services Regulations 2011* and the *DET Kindergarten Funding Guide*.
- Current Working with Children Check.
- Hold an appropriate first aid training certificate; anaphylaxis and asthma management training that complies with the requirements of the *Educational and Care Services Regulations 2011*. This must be kept current at all times.
- Ability to assist with the development, implementation, documentation and assessment of a developmentally and culturally appropriate high quality educational program for children and families
- Extensive knowledge of early childhood development, the National Quality Standards and the Victorian Early Years Learning and Development Framework
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.

Desirable

- Ability to engage with and develop positive relationships with all families including vulnerable and disadvantaged families demonstrating an understanding of environmental impacts on child outcomes.
- Excellent communication and interpersonal skills
- Good computer skills

EMPLOYMENT CONDITIONS

Employees are required to read, understand and comply with all BCYF policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the BCYF's Code of Conduct.

BCYF is committed to being a safe and friendly organisation for children and young people and therefore require all employees to undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- *Working with Children Check*
- *National Police Check*
- *International Police Check (if required)*

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have read, understood and agree to comply with the above position description.

Employee Signature:		Date:	
----------------------------	--	--------------	--