



## DUTIES AND RESPONSIBILITIES

### EDUCATOR

**Position Title:** Educator (Certificate III or Diploma) – Mudgee Community Preschool

**Responsible To:** Room leader (Teacher) and Director – Mudgee Community Preschool

**Date:** 2022

**Qualifications:** Certificate III or Diploma in Children's Services

**Other requirements:**

- Current First Aid Certificate, Anaphylaxis and Asthma Management Training
- Clear Working with Children Check

**Award:** Children Services Award 2010

### Key responsibilities

As an educator you are expected to be an active team member of a team which provides high quality early childhood education and care to children.

This includes:

- To develop strong relationships with children at the service;
- To develop strong relationships that support and partner with families and the community;
- To support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness;
- To assist the teacher and other educators and visitors in the room to develop, implement and evaluate an effective play-based program, based on the Early Years Framework, to support the optimal development of individual children.
- To prepare and set-up the materials and resources required for the program as directed by the Teacher.
- To record observations of individual children or groups for program planning purposes as guided by the Teacher.
- To contribute to the documentation of children's learning to make their learning visible, under guidance of the Teacher,
- To be responsible for small groups or for the whole group of children (group times), as directed by the teacher.
- To assist with the planning, set-up and pack-up of the indoor and outdoor play areas.
- To ensure the environment is ready for operation at the beginning of each day when rostered on at the beginning of the day, including safety inspections and risk assessments;
- To clean materials and equipment as required for the program.
- To assist with cleaning toilets, floors, surfaces and with laundry duties as required during the day.
- To provide a safe teaching and learning environment for all staff and children and implementing appropriate Work Health and Safety procedures;
- To fulfil requirements and documentation as the Responsible Person on duty as required;

## **General Responsibilities**

- To work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010*, *Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*;
- To work in accordance with the *Code of Ethics of the Early Childhood Australia*;
- To implement Mudgee Preschool's philosophy in undertaking all other duties;
- To work in accordance with the policies and associated procedures of Mudgee Preschool;
- To facilitate the implementation of contemporary, research based practices at Mudgee Preschool;
- To provide ongoing support and assistance to the other staff in all areas of the Preschool operation.

## **Responsibilities as per the National Quality Standard**

### **1. Educational program and practice**

- 1.1 Implement the Mudgee Preschool philosophy and ensure that it guides the pedagogy and teaching decisions.
- 1.2 Contribute to the development of programs which reflect the *Early Years Learning Framework (EYLF)*;
- 1.3 Help children develop the goals of the EYLF:
  - A strong sense of their identity;
  - Connections with their world;
  - Strong sense of wellbeing;
  - Confidence and involvement in their learning; and
  - Effective communication skills.
- 1.4 Contribute to the planning, implementation, evaluation and reflection of play-based programs which reflect the emerging skills and interests of children;
- 1.5 Assist with the implementation of daily routines and use routine times as opportunities for learning;
- 1.6 Contribute to ongoing records of the child's development and records of children's assessments against learning outcomes;
- 1.1 Use informational technology to support and extend children's learning;
- 1.2 Support the inclusion and participation of children with additional needs; and
- 1.3 Engage in critical reflection and evaluation of children's learning and use this as a primary source of future planning.

### **2. Children's health and safety**

- 2.1. Ensure each child's health needs are supported;
- 2.2 Ensure that children are safe and adequately supervised at all times;
- 2.3 Take responsibility to ensure any potential supervision risks are reported to other educators or Director;
- 2.4 Take responsibility for the protection and rights of children attending the service;
- 2.5 Ensure that the environment is safe, supportive, stimulating and educational for children;
- 2.6 Respond positively and consistently to children's additional needs/requirements – diet/allergies, developmental etc;
- 2.7 Ensure a high standard of hygiene is maintained in compliance with procedures and policies;
- 2.8 Administer first aid and medication in compliance with procedures and policies;
- 2.9 Keep accurate and detailed records of injury/accident/trauma and medication ;
- 2.10 Become familiar with all policies regarding health and safety at the service;
- 2.11 Support children's individual wellbeing and comfort in sleep, rest and relaxation.

2.12 Assist to ensure the service's child protection policy is implemented:

2.12.1 Inform the Director of any allegations or convictions of a child protection nature against any other employees, of which you become aware; and

2.12.2 Ensure compliance as a mandated reporter which requires reporting to Community Services, where there is reasonable grounds to suspect that a child is at risk of significant harm.

2.13 Take responsibility for the protection and rights of children attending Mudgee Preschool;

### **3. Physical environment**

3.1 Report all workplace accidents and hazards to the Director or Responsible Person. Implement immediate action for identified hazards if able to do so.

3.2 Contribute to the development of an environment for children which fosters curiosity, exploration and problem solving;

3.3 Monitor supplies and equipment levels for the room or centre and assist the Teacher with requisition orders.

3.4 Assist to maintain the aesthetics of the environment along with the children;

3.5 Maintain a clean and safe work environment;

3.6 To assist in general clean-ups and organization of the preschool environment as required e.g. storerooms.

3.7 Assist Mudgee Preschool to embed environmental sustainability practices in all areas of the program;

3.8 Support children to become environmentally responsible and show respect for the environment;

### **4. Staffing arrangements**

4.2 Maintain educator-to-child ratios and qualifications at all times;

4.3 Demonstrate the service code of conduct/code of ethics in all interactions and relationships at the service

4.3.4 Be proactive in supporting a healthy team environment;

4.5 Work with team to implement the program;

4.6 Maintain professional and ethical standards at all times when dealing with families, educators and the children;

4.8 Participate in ongoing professional development and training programs;

4.9 Attend staff and team meetings as required and contribute to these meetings through, for example, shared observations of children, sharing new ideas and engaging in critical reflection.

### **5. Relationships with children**

5.1. Ensure each child has a sense of belong, being and becoming within Mudgee Preschool;

5.2 Maintain respectful, equitable and genuine relationships with all children at all times;

5.3 View and respect children as competent and capable and engage in meaningful interactions through shared decision making with them;

5.4 Ensure that each child is supported to manage their own behaviour and encourage this with positive behaviour guidance strategies;

5.6 Respect children's similarities, differences, cultures and diversities;

5.7 Maintain each child's dignity and the rights at all times;

5.8 Respond to the emotional, social and wellbeing needs of each child;

5.9 Provide physical care, assisting children in toileting, dressing and meal times and view all of these opportunities as teachable moments;

5.10 Form positive, comforting and nurturing relationships with children; and

5.11 Assist in maintaining up to date records of the children within your group.

## **6. Collaborative partnerships with families and communities**

- 6.1. Develop and maintain positive and respectful relationships with families;
- 6.2. Ensure that all families are supported and child rearing practices and beliefs are respected which contributes to joint partnerships being consistently implemented;
- 6.3. Engage positively in the orientation, enrolment and transition processes for families and children;
- 6.4. Share information with families relating to their child and the daily activities of the service;
- 6.6. Create a safe, supportive and informative environment for families;
- 6.7. Act as a resource person for families;
- 6.8. Maintain the confidentiality policy on children, families and educators at all times;
- 6.9. Encourage families to contribute to the community of Mudgee Preschool;
- 6.10. Be an advocate for high quality services for children in our community;
- 6.11. With guidance from the Director, support families to access inclusion support and assistance; and
- 6.12. Ensure students on placement are positively welcomed, supported and assisted.

## **7. Leadership and service management**

- 7.1. Be familiar with all Mudgee Preschool policies and procedures
- 7.2 Assist with administrative duties as requested;
- 7.3 Ensure the Director is informed of any problem arising, which would affect the children, Mudgee Preschool approval or rating, regulatory and legal compliance or the smooth running of Mudgee Preschool;
- 7.4 Advocate for children and their families;
- 7.5 Be involved in the service's *Quality Improvement Plan* and assist to implement this as directed;
- 7.6 Positively promote and market Mudgee Preschool to families and the community;
- 7.7 Attend Board of Management and community meetings if requested;

## **Any other duties specified by the Director**

## **References**

- Children (Education and Care Services National Law Application) Bill 2010 - [www.legislation.nsw.gov.au/sessionalview/sessional/act/2010-104.pdf](http://www.legislation.nsw.gov.au/sessionalview/sessional/act/2010-104.pdf)
- Education and Care Services National Regulations - [www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf](http://www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf)
- National Quality Standard for Early Education and Care - (Schedule 1 of the Regulations)
- Code of Ethics Early Childhood Australia - [www.earlychildhoodaustralia.org.au/code\\_of\\_ethics/early\\_childhood\\_australias\\_code\\_of\\_ethics.html](http://www.earlychildhoodaustralia.org.au/code_of_ethics/early_childhood_australias_code_of_ethics.html)
- Community Child Care Co-Operative: model job descriptions <http://cccnsw.org.au/members/nqf-in-a-box/resources/staffing-arrangements>

## **Linked Documents**

- Mudgee Preschool philosophy
- Mudgee Preschool policies and procedures
- Relevant Awards (Childrens Services Award 2010 or Educational Services (Teachers) Award 2010)
- Mudgee Preschool Quality Improvement Plan
- Staff Handbook