

Position Description

Position	Early Childhood Educator – Diploma
Direct Report	Kindergarten Services Manager
Date	October 2020

About the Bethany Group

Bethany Community Support (BCS) is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals. **Bethany Kindergarten Services** (BKS) is a subsidiary company of BCS. BKS is a provider of Early Years Management (EYM) across 22 kindergartens and aims to achieve improved outcomes for all children through the provision of high quality and accessible kindergarten programs.

Our Vision

Working together to meet the changing needs and aspirations of people in their communities.

Our Values

- **Courage** We take action and stand up for what we believe
- **Respect** We value people and build on their strengths
- **Integrity** We are open, fair and just in everything we do
- **Innovation** We develop new ways of working to make a difference
- **Collaboration** We work together to improve outcomes

Bethany's Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

Bethany's statement of commitment to child safety

Bethany is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Position Objectives

Position Description

The Early Childhood Educator (Diploma Qualified) reports directly to the Early Childhood Education Teacher. The Early Childhood Educator will collaboratively contribute to the development, implementation and documentation of safe and developmentally appropriate education programs for each child. The position will work as part of a team to ensure kindergarten operations comply with relevant legislation, regulations, policy and procedure including direct supervision of children and the creation and maintenance of a safe and healthy kindergarten environment.

Key Responsibilities

- Contribute to the planning, implementation, documentation and delivery of consistent high quality, inclusive early childhood education programs that are compliant with the Education and Care Services National Act and Regulations and in line with the Victorian Early Years Learning Framework and National Quality Standards.
- Participate in quality assurance and compliance programs and processes
- Develop and maintain respectful relationships with stakeholders
- Act as Responsible person as required in accordance with the requirements of the Education and Care Services National Regulations 2011 in the absence of the allocated supervisor or when requested by the Approved Provider
- Undertake daily, weekly, monthly and annual audits and checklists associated with the delivery of an early childhood education program to ensure buildings and grounds comply with DET, BKS and OH&S requirements
- Participate, promote and demonstrate effective and positive communication
- Assist with guidance to students on placement and parent helpers
- Undertake evacuation, emergency management and lockdown drills as required
- Assist the Early Childhood Education Teacher in the day-to-day supervision of relevant staff performing duties in the program and provide induction for new employees as required
- Implement procedures and follow policies as appropriate
- Maintain confidentiality of records
- Actively participate in employee performance review process as required
- Actively participate in meetings including staff meetings, work groups and project groups as required
- As directed, undertake preparation, general cleanliness and set up and set down of equipment and activities
- As directed, undertake administrative tasks and reporting associated with the delivery of an early childhood education program
- Identify, respond and report suspected child abuse and comply with the BKS Child Safe Policy
- Ensure that OH&S policy, procedures and guidelines are complied with and advise management on potential risks and mitigations strategies
- Perform other duties and responsibilities as requested and reasonably within the capabilities of the position.

Key Selection Criteria

Position Description

Essential

1. Diploma in Early Childhood Education (or equivalent as approved by ACECQA and suitable pursuant to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.)
2. Experience working within an early childhood education setting
3. Hold a First Aid Qualification HLTAID004 – Provide an emergency first aid response in an education and care setting or equivalent. (Must include Asthma, Anaphylaxis awareness/management and annual CPR refresher)
4. A satisfactory criminal records check and a current Working with Children Check
5. Demonstrated knowledge of the National Education and Care Services Act and Regulations 2011
6. Demonstrated knowledge of Victorian Early Years Learning Framework and National Quality Framework and Standards
7. Demonstrated high level of written and oral communication skills and strong interpersonal skills
8. Demonstrated ability to plan, prioritise tasks and meet required timeframes
9. Demonstrated ability to work independently and co-operatively in a team environment

Conditions and Remuneration

Salary	This position is classified under the Victorian Early Childhood Teachers and Educators Agreement 2016 (VECTEA) as a level 2.1.	
Conditions	All other conditions of employment as per the VECTEA.	
Probationary Period	This position is subject to a probationary period as per the terms of the VECTEA 2016.	
Out of hours work	Occasional attendance at out-of-hours meetings to support the service and the community is a requirement of this position.	
Travel	Travel will be required to other Bethany offices across the Geelong and Bellarine regions.	
Physical Requirements	<ul style="list-style-type: none"> ▪ Standing for long periods – Frequent ▪ Walking – Frequent ▪ Sitting – Frequent ▪ Reaching - Frequent 	<ul style="list-style-type: none"> ▪ Bending – Frequent ▪ Lifting – Frequent ▪ Squatting – Frequent ▪ Kneeling – Frequent ▪ Driving – Occasional

Position Description

Right to work in Australia	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.
Mandatory	<ul style="list-style-type: none"> ▪ A current Working with Children Check and satisfactory Criminal Records Check ▪ Hold and maintain current First Aid qualifications (HLTAID004) ▪ Hold and maintain current annual CPR refresher ▪ Complete Mandatory Reporting online course annually ▪ A current Victorian Drivers licence

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date: