

## 007 Assistant Early Childhood Educator - CASUAL

### Position Details

<b>Position Title</b>	Assistant Early Childhood Educator
<b>Position Number</b>	Position No: 007
<b>Reports to</b>	Childcare Coordinator, House Manager
<b>Employment Type</b>	Casual
<b>Hours of Work</b>	9:30am-12:30pm Tues, 10:30am-1:30pm Wed, 9:30am-12:30pm Fri. Plus additional hours to cover staff absences (between the hours of 9am-4:30pm Monday to Friday and occasional Saturdays 9:30-12:30).
<b>Classification</b>	Neighbourhood House Employees (Children's Services Award), commensurate with qualification and experience. Neighbourhood Houses and Adult Community Education Centres Agreement 2016.
<b>Location</b>	Level1/539 Barkly St, West Footscray VIC 3012

### Position Objectives

WFNH prides itself on providing programs and services that support the whole community. This role is responsible for supporting the delivery of compliant and high-quality children's programs, including Community Childcare, Stay & Play, Playgroups and Toy Library. Our children's programs are as much about the children as they are about providing a supportive environment for parents and families.

As an Early Childhood Educator, you will have the opportunity to participate in a variety of activities, including:

1. Providing high quality education and care for children in childcare aged 12 months-5 years.
2. Childcare administration, including assisting with enrolments, accounts, compliance and planning.
3. Support Toy Library, Sensory Library and Playgroup to ensure program continuity during staff absences.

### Key Responsibilities

#### Early Childhood Education and Care

- Comply with relevant Standards and Regulations (state law).
- Support the Children's Services Coordinator/Room Leader in the delivery of high-quality education program and practice in the room.
- Build and maintain strong, positive relationships with children and families.
- Support a culture of reflective practice and ongoing continuous improvement.
- Contribute to a professional and positive work culture.
- Preparation of the early learning environment prior to families arriving and ensuring efficient pack down after, including cleaning.

- Assist in the implementation of daily care routines, attending to the physical, social and emotional needs of the children as required.
- Impart knowledge to children through fun and play.
- Support the social, emotional and physical growth of the child.
- Ensure active, age appropriate and efficient supervision of children at all times.
- Administer first aid as appropriate and keep records of any accident or incident.
- Communicate with parents, as is appropriate, about specific needs of their children.
- Maintain records in accordance with the service program requirements and regulations.
- Understand and promote other Neighbourhood House programs and activities.

#### General Responsibilities

- Maintain excellence in customer service, a respectful and inclusive attitude to diversity, and commitment to continuous learning and improvement.
- Working within the staff team and adhering to organisational policies and procedures.
- Accountability for maintenance of a safe working environment.

#### **Toy Library & Playgroup**

- Support the operations of Toy Library and Playgroup, assisting with planning and administration and filling in during absences.

#### **Other Responsibilities**

- Always work in compliance with WFNH Policies and Procedures.
- Always work in compliance with Child Safety Standards and Children's Services Act.
- Any other responsibilities that support children's programs and administration, as requested.

### **Key Selection Criteria**

- A thorough knowledge of children's development and ability to observe, plan, implement and evaluate developmentally appropriate children's programs.
- Well-developed interpersonal skills.
- Proven ability to relate well with children.
- Strong communication skills, sound judgement, initiative and confidentiality in dealing with information of a sensitive nature.
- Demonstrated knowledge of hygienic handling of food and equipment.
- Ability to work collaboratively as part of a team.
- Ability to relate well to people from a variety of backgrounds including culturally and linguistically diverse communities, people with a disability, people on low income, and children.
- Demonstrate sound knowledge of all current relevant legislation, Children's Service Act 1996, Children Services regulations 2009, Australian and Victorian standards and frameworks.

### **Employment Requirements**

- Must hold a minimum of Certificate III in Children's Services with at least 2 years' formal experience working as an Early Childhood Educator.
- Current Level 2 First aid Certificate (including Anaphylaxis and Asthma Training) or willingness to obtain.
- Satisfactory Police Check and Working with Children Check.