

# Position Description



Position Title:	Educator - Diploma		
Job Type:	Fulltime/ Part Time		
Reporting to:	Childcare Director		
Location:	QB Werribee or Woodville Childcare – Hoppers Crossing		
Classification:	Dependant on experience		
Hours:	As required with a range of hours between 6.30am and 6.30pm		
No of Direct Reports:	Nil	No of Indirect Reports:	Nil

**Who we are:**

Quantin Binnah Community Centre Inc. is a not-for-profit centre that offers a variety of services and programs to residents of Werribee and the surrounding community. These include Playgroup, Little Kinder, Kindergarten, Long Day Care, Before School Care, After School Care, Vacation Care, Adult Community and Further Education, a variety of Community Development programs, Maternal and Child Health services and Cafe QB.

**Statement of Commitment to Child Safety**

Quantin Binnah is a committed Child Safe organisation and has zero-tolerance for child abuse. Every child and young person accessing Quantin Binnah has the right to feel safe. All Quantin Binnah employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities and maintaining a child-safe culture.

**Position Purpose:**

To support the provision of high quality education and care for toddlers and young children from birth to 5 years by coordinating a stimulating and safe environment for staff and children while supporting positivity and cohesiveness among educators, children, their families and the community.





# Position Requirements

## Main Duties/Responsibilities

### 1.1 Provision of education and care and a Welcoming Environment

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- Present a warm and welcoming approach to children, families and other members of the community at all times.
- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups and tailored to the children's social, emotional, physical, creative and developmental needs.
- Implement daily care routines for children in education and care.
- Under direction, work with individual children with particular needs.
- Assist in displaying materials and resources in a manner appropriate for children and families.
- Ensure privacy and confidentiality of children and their families is maintained at all times.

### 1.2 Provision of a Safe Environment

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- Ensure a safe environment is maintained for all children.
- Ensure accurate records are maintained for each child in education and care.
- Ensure the site is respectable at all times including the safe use of storage areas.
- Manual handling of boxes containing toys/blocks or moving tables and chairs to support the structure of the service requiring reasonable physical fitness.
- Cleaning duties as required ensuring safe and presentable work stations are maintained at all times.

### 1.3 Meet Compliance Standards

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- Always work in accordance with QBCC policies and procedures and ensure any concerns around safety are raised immediately with the site Team Leader.
- Always work in compliance with Child safety Standards.
- Always work in accordance with Food Safety Regulations.
- Attend and contribute to team meetings.
- Undertake and implement the requirements of quality assurance.
- All other duties as reasonably requested by Room Leader or Director.

## QUALIFICATIONS, SKILLS AND ABILITIES



**Qualifications, Skills and Abilities**

Key Selection Criteria Essential	<p>A minimum Diploma of Early Childhood or Equivalent.            Previous experience working in education and care.            A passion for delivering quality inclusive care to young children.            A flexible and personable approach with high levels of initiative.            Team player and excellent communication skills.            Commitment to ongoing professional education and attendance at training sessions which may be outside normal working hours.</p>
Desirable Desirable Continued...	<p>Experience working within a community service organisation.            Information Technology skills across a range of platforms including MS Office Suite.            Food handling skills.            Excellent organisational skills.            Experience working with children with additional needs.            Current Drivers Licence.</p>
Other	<p>Current Working with Children Check.            Satisfactory completion of National Police Check is mandatory for all new appointments.            Current First Aid Level 2 Certificate, Anaphylaxis and Asthma Management.            Successful completion of Mandatory Reporting eLearning Module.            Commitment to QBCC policies and procedures.</p>

**CAPABILITY FRAMEWORK**

Capability Framework		
Core Capability	Expected Behaviour and Work Standard	Frequency
Quality Care	To support the provision of quality education and care in a stimulating environment.	Ongoing
Program Development	Implementation and evaluation of developmentally appropriate programs for individual children and groups.	Daily/as identified
	Record observations of individual children or groups for the purpose of program planning/management.	Daily/as identified
	Promote an activity-based program suited to the children’s social, physical, emotional, intellectual, creative and developmental needs through the use and display of appropriate materials and resources.	Daily
		Ongoing



	Knowledge of child development and the broad range of activities suitable for children aged 0-5 years.	
Leadership and teamwork	<p>Ability to work within a team approach.</p> <p>Ability to use initiative and judgement when confronted with unexpected situations.</p> <p>Passion for encouraging and building mutual trust, respect, and cooperation among team members.</p> <p>Commitment to attending all scheduled shifts on time.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>At all times</p>
Inclusive Approach	<p>Ensure all children have a sense of belonging, regardless of background, culture, needs and ability.</p> <p>Thinking creatively to adapt and tailor activities to ensure inclusiveness of all children in an area.</p> <p>Nurture and support children's confidence and self-esteem by giving each child individual attention and comfort during the day.</p>	<p>At all times</p> <p>Daily</p> <p>As needed</p>
Administration	<p>Undertake daily administration requirements.</p> <p>Monitor and care for information displays on walls for parents and children.</p> <p>Ability to write and record information effectively and accurately.</p>	<p>Daily</p> <p>Weekly</p> <p>Daily</p>
Behaviour Management	<p>Ensure appropriate behaviour management strategies are implemented which both reinforce positive behaviour and modify inappropriate behaviour.</p> <p>As directed, work with individual children with particular needs.</p> <p>Support children's emotional and social development by encouraging understanding of others and positive self-concepts.</p> <p>Collaborate with families to develop a Behaviour Management Plan.</p>	<p>Daily</p> <p>As required</p> <p>Daily</p> <p>As required</p>
Organisation Branding	<p>Create a positive image of Quantin Binnah by delivering excellent customer service to all internal and external customers.</p>	<p>At all times</p> <p>At all times</p>



	Implementation of quality assurance at every stage of service delivery.	
National Quality Framework	<p>Working knowledge of the policies and guidelines in relation to Education and Care Programs, particularly the National Quality Framework.</p> <p>Commitment to work with the services, educators and families through the National Quality Standards contained in the National Quality Framework to continually improve the quality of education provided to all.</p>	<p>Developed during induction</p> <p>At all times</p>
Child Safety Standards	<p>Ensure up to date, functional knowledge of and commitment to Child Protection Policy and Child Safe Policies.</p> <p>Participate in a shared responsibility for child safety at all levels of the organisation.</p> <p>Participate in a culture where staff, volunteers, children and families feel comfortable in raising or discussing child safety concerns.</p> <p>Act in accordance with Child Protection Policy at all times.</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p>
Health and Safety / Cleanliness	<p>Work in accordance with food safety regulations including but not limited to food labelling and storage, cleanliness of dishes, benches and cooking utensils/microwave, regularly cleaning all food storage areas (inside and out) and stock rotation.</p> <p>Commitment to tidy work stations during and at completion of each activity to ensure safe play environment.</p> <p>Supervising the hygiene of children through assistance with toilet breaks, hand washing etiquette and hygiene around food.</p> <p>Promptly attending to nappy change routine and hygiene needs of babies/toddlers as they arise.</p> <p>Immediately document, investigate and/or mitigate WHS issues as soon as they are noticed.</p> <p>Complete all COVID-19 cleaning protocols according to outlined routine.</p> <p>Physical fitness to support repetitive manual handling of boxes containing toys/blocks or</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p> <p>Daily</p> <p>Daily</p>



	<p>moving tables and chairs to support the structure of the service.</p> <p>Physical capacity and ability to;</p> <ul style="list-style-type: none"> <li>• bend to children’s level to engage in play and physical activities;</li> <li>• be agile and steady on your feet to be able to manage the variety of possible obstacles in an Education and Care environment;</li> <li>• pick up and soothe an unsettled child;</li> <li>• bend to place a sleeping child into a cot or onto a mattress;</li> <li>• see and avoid children who may be sitting around your feet;</li> <li>• repeatedly change posture from sitting to standing or getting up and down from the floor.</li> </ul> <p>Notify Director of any injury which may impact your ability to safely move or lift equipment.</p> <p>Organise and store toys and materials to ensure order and safety of storage areas.</p>	<p>Daily</p> <p>As required</p> <p>Daily</p>
Communication	<p>Ability to communicate effectively with children, staff and families from diverse cultures and backgrounds.</p> <p>Maintain open two way communication with the Childcare Director and families when reporting incidents or concerns regarding children.</p> <p>Ensure open and non-judgmental communication with families when discussing the needs or concerns for individual children within the service.</p> <p>Maintain openness to collaboration with families and local community members regarding development of the needs for the service.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>
Physical Environment	<p>Maintain a safe and aesthetically pleasing physical and visual environment for children, family and community members entering the service.</p> <p>Uphold and extend the Quantin Binnah Community Centre brand at all times.</p>	<p>At all times</p> <p>At all times</p>
Ongoing Learning	<p>Eagerness to attend ongoing learning and professional development training which may be held on site and outside normal working hours.</p>	<p>As required</p> <p>As required</p>



	Attendance at staff meetings as required.	
Corporate Responsibilities	Comply with Quantin Binnah policies, procedures and guidelines.	At all times
	Comply and adhere to the Quantin Binnah Code of Conduct.	At all times
	Protect Quantin Binnah's physical, financial and intellectual assets against damage, fraud or misuse. Staff are responsible for identifying and reporting instances of this nature.	At all times
	To carry out the key responsibilities and duties of the position with an awareness and sincerity that provides for an accessible and inclusive community and workplace.	At all times

And any other duties as reasonably required or requested by Childcare Director or Centre Management.

Relationships	Internal – Childcare Director, Childcare Educators, SAC Directors, Centre CEO External – Children, Parents and QBCC Staff.
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Next Review Date:	
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By signing this position description, I declare;

- that I have read and understood the inherent requirements of the role and verify that I hold the skills and abilities to perform the role as required; and
- that I do not have any pre-existing conditions that will inhibit my ability to perform my role, or any pre-existing conditions that may be exacerbated by my participation in the role.

Employee Name:	Signature:	Date:
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CEO Name:	Signature:	Date:
Christine Barca		