



Lilly Pilly Little School
96 Kingsford Drive
Brunswick Heads NSW 2483
Ph. (02) 6685 1621

kids@lilypillypreschool.nsw.edu.au

www.lilypillypreschool.nsw.edu.au

Position Title:	Educator/Assistant (Diploma)
Responsible to:	Nominated Supervisor
Date:	2022
Qualifications:	Diploma of Early Childhood Education and Care
Other Requirements:	Current First Aid Certificate, Anaphylaxis and Asthma Current Working with Children Check Current Child Protection Children's Services Award
Award/Agreement:	

Job Summary

Service educators are responsible for providing education and care for children enrolled at the service, consistent with our philosophy and curriculum, and according to the requirements of the National Quality Framework.

*Educators work in collaboration with other educators, room leaders and the service director.

*Form relationships with children which are comforting and nurturing.

*Protect children and their rights.

*Develop and maintain positive relationships with families.

*Share information with families relating to their child and the daily activities of the Service.

*Help create a safe, supportive and informative environment for families.

*Work together with other staff to provide a safe, supportive, stimulating and educational environment for the children.

Education and Care of Children

Act in a manner that promotes the best interests of the child.

In conjunction with Room Leader and other educators, implement a high quality education and care curriculum for all enrolled children that is consistent with: The service philosophy, procedures and policies

Education and Care Services National Regulations

Education and Care Services National Law



RATED
EXCEEDING
NATIONAL QUALITY STANDARD





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The National Quality Standards

Early Years Learning Framework/Framework for School Age Care.

Respond to children's strengths, interests and needs and implement a planning cycle for individual children and the whole group of children within the room.

Ensure professional documentation is undertaken for all children and is reflective of requirements within the National Quality Framework.

Engage children in meaningful learning opportunities, always mindful of promoting the children's agency or choice.

Support the planning and development of an inclusive environment to support every child's learning.

Partnerships with Families

Demonstrate respect for the families' role as the child's first teacher.

Build and maintain professional, inclusive and positive relationships with families of the service.

Ensure professional communication with families at all times.

Draw on the knowledge and experience of families to support their children's learning.

Build collaborative relationships with all staff in the service based on respect, trust and honesty.

Engage in professional conversations with other educators to enhance knowledge and practice.

Engage in professional conversations with other professionals as is appropriate.

Acknowledge and support personal strengths, professional experience and team diversity.

Professional Conduct & Learning

Work within the National Quality Framework, the Early Childhood Australia Code of Ethics, Child Safe Code of Conduct, the Service philosophy, policies and procedures.

Consistently contribute as an effective team member.

Actively participate in performance appraisal process.

Engage in reflective practice and ongoing professional learning.



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Attend and contribute to staff meetings and other whole of staff professional learning events.

Undertake Food Safe training at intervals decided by the Nominated Supervisor.

Undertake First Aid training (including training in Anaphylaxis and Asthma) at intervals decided by the Nominated Supervisor as recommended by the department.

Undertake Child Protection/Child Aware training at intervals decided by the Nominated Supervisor as recommended by the department.

Organisational Representation

Actively support the organisation's philosophy, policies and procedures and positively represent the organisation to external contacts at all opportunities.

Workplace Health and Safety (WHS)

Work in a manner that does not pose a risk to self or others.

Ensure a safe and healthy work environment at all times.

Act immediately on any safety issues that relate to the working environment of the service.

Follow Service policies regarding child protection.

Follow Service guidelines in providing a safe environment for children and staff.

Understand, implement and review emergency management procedures as required.

Ensure the Service's duty of care to children and their families is strictly maintained.

Capabilities

Ability to relate effectively with children and their families.

Ability to work effectively in a team environment.

Communication and inter-personal skills.

Commitment to ongoing professional learning.

