

# EARLY CHILDHOOD EDUCATORS

## OVERVIEW

Early Childhood Educators provide a partnership within a classroom in the delivery of the Early Learning Program. Some educators will have a role in facilitating the language component of the program, other educators will be assigned alternative specific duties.

### 1. KEY RELATIONSHIPS

Early Childhood Educators ultimately report to the Principal through the Director of Early Learning.

### 2. RESPONSIBILITIES

- 2.1 Provide proactive supervision of the children in their care
- 2.2 Implement School policies and procedures, including acting as a mandatory reporter for the purposes of child protection
- 2.3 Maintain a clean, hygienic and safe classroom and outdoor space for children
- 2.4 Maintain records and observations of the children assigned to them for the purposes of observation and contribute to the child's portfolio
- 2.5 Where assigned to a language program provide meaningful and engaging learning experiences for the children in the target language
- 2.6 Work collaboratively with the other members of the early learning staff to reflect on and enhance the early learning program
- 2.7 Participate in regular professional learning and development
- 2.8 Maintain high professional standards in compliance with school and legislative requirements.

### 3. QUALIFICATIONS AND EXPERIENCE

Early Childhood Educators:

- 3.1 must hold an appropriate diploma or certificate III qualification recognised by ACECQA
- 3.2 may hold an appropriate ACECQA endorsed first aid qualification
- 3.3 hold a valid NSW Working With Children Check

### 4. PERSONAL ATTRIBUTES

To succeed in this portfolio you will have:

- 4.1 well-developed collaboration skills
- 4.2 a strong commitment to building and developing a culture of care for children
- 4.3 flexibility and adaptability to changing circumstances
- 4.4 ability to work independently with minimal supervision
- 4.5 excellent time management

