

ELC Lead Educator - Position Description

Department / Industry	Children's Services
Agreement / Award	YMCA South Australia Employee Collective Agreement 2006
Classification / Grade	Professional CSP 2.1 – 2.3

About YMCA South Australia

“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit” (our mission).

YMCA South Australia is a not-for-profit community organisation that has served the South Australian community for more than 170 years. With approximately 700 employees, we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, camps, early education and schools and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive and satisfying life.

Our vision is to see ***“lives enriched through wellbeing”*** in this wider, and more integrated, sense across all of the South Australian communities in which we work.

The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – ***“genuine care for the whole person, for every person.”*** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

YMCA South Australia

Position Summary and Requirements

“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”

As an ELC Lead Educator you will be responsible for providing quality care and educational experiences for children in the centre and provide the highest level of customer service for families. The ELC Lead Educator will enjoy working in a team based working environment and have a genuine concern for and interest in the wellbeing and educational needs of children. You will assist in planning for and organising challenging and stimulating programs and activities for children aged 0-6 years.

Key Accountabilities	Key Tasks
Delivery of quality care and children's programs	<ul style="list-style-type: none">• Assist families in a sensitive, supportive and professional manner• Develop and implement positive behaviour management procedures• Cope effectively in an emergency or stressful situation• Interact with children in a positive, sensitive and respectful manner• Work with individual children with particular needs• Meet the additional needs of children with complex health support needs, including person hygiene and feeding• Plan, develop, implement and evaluate developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community• Provision of written and verbal information about relevant aspects of service delivery for families and how they can become involved, as delegated by the ELC Director• Provision of effective and fair leadership to staff under employee's supervision.• Participation in the development of strong team work skills and the creation of a supportive team environment• Participation in staff development and professional learning opportunities as required• Support a culture of continuous learning in the workplace (including own workplace learning)• Supervision of the quality, development, implementation and evaluation of the programs and routines• Provision of program balance to include flexibility, variety, fun, safety, choices and support for the physical, social and emotional well-being of children• Plan for and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds• Maintenance and support of a safe environment for staff and children• Maintenance of accurate records as required• Development, implementation and evaluation of daily care routines• Contribution towards the Service's Quality Improvement Plan• Undertake other duties commensurate with salary

Key Relationships	
Position reports to:	<ul style="list-style-type: none"> • ELC Director
Direct reports:	<ul style="list-style-type: none"> • N/A
Key internal relationships:	<ul style="list-style-type: none"> • ELC Assistant Director • ELC Assistant Educators
Key external relationships:	<ul style="list-style-type: none"> • ELC Families • School Principal or delegate • School Governing Council • Patrons and key stakeholders of YMCA South Australia

Selection Criteria

Qualifications and Licences – Essential

- ACECQA approved tertiary qualification
- National Criminal History Record Check (NCHRC) – Certificate must be within six (6) months from date of issue
- International police check - for applicants who have lived or worked overseas in the past five (5) years
- Working with Children Check (WWCC)
- (HLTAID009) Provide CPR
- (HLTAID012) Provide Emergency First Aid in an Education and Care Setting
- Certificate of completion for “Responding to Risks of Harm, Abuse and Neglect” (RRHAN) training

Knowledge and Experience – Essential

- Knowledge of responsibilities under Child Safe Environments compliance
- Sound knowledge of EYLF
- Sound knowledge of NQF
- Experience interacting with groups of children from 0-6 years
- Awareness of accountability, Legal liability, and duty of care to children

Behaviours and Capabilities – Essential

- Well-developed observation and reporting skills
- Effective consultative, interpersonal and supervisory skills
- Effective verbal and written communication skills
- Effective time management skills

YMCA South Australia

Personal Attributes

- Demonstrates a commitment to the YMCA's mission, and is able to role-model the "Y Factor" to others
- Creates a fun and exciting work atmosphere that is hardworking and goal orientated
- Demonstrated ability to work effectively both independently and as part of a team
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner
- Works as part of a team and shows professionalism
- Punctual in both attendance on shift and attendance at staff meetings
- Promptly responds to customers' needs or concerns
- Recognises and acts on the need for support and will accept and delegate responsibility when required
- Models, demonstrates, and teaches positive values like caring, honesty, respect and responsibility
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

- Uphold the rights of and always act in the best interest of Children and Young People
- Fulfil your responsibilities under safeguarding legislation within South Australia, including declaring anything you become aware of through the course of your engagement with the Y which is a reasonable person would consider could impede your suitability to have contact with Children and Young People
- Support your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation
- Participate in all required Safeguarding Children and Young People training for your role
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices
- Maintain appropriate vetting checks including, but not limited to, Working with Children Check, National Police Check, and International Police Check (as required)
- Participate in all safeguarding children and young people training for your role
- Support the facilitation of safe operations to ensure Y people have the right policies, processes and practices to keep children and young people safe
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices
- Speak up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people – as required
- Empower all children and Young People to have a voice particularly in matters that affect them
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.


YMCA South Australia

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.

Approval of Position Description

Date created or revised:	09 September 2022
Approved by:	Srbijanka Rajic – Head of People and Safety
Signed:	

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	
Date:	