



## POSITION DESCRIPTION

<b>Title:</b>	<b>Qualified Educator</b>
<b>Business Unit:</b>	Early Years
<b>Location:</b>	As Required
<b>Employment Type:</b>	Casual
<b>Reports to:</b>	Senior Coordinator Early Years

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### ABOUT UNITING

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the services and advocacy arm of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, sexual orientation and gender identity. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

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### POSITION PURPOSE

The Qualified Educator has an understanding of the National and Victorian frameworks and the ability to assist the Team Leader and other Assistant Educators to implement these into educational curriculum and programming.

The position will be responsible for ensuring all children and families attending the service are provided with a safe, stimulating and supportive environment.

The Educator may be required to assist in service delivery at peak times or as required at any Uniting Wimmera Early Years service and be flexible with working hours according to service delivery requirements.

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## SCOPE

**Budget:** *nil*

**People:** *nil*

### Relationships:

Internal:

- Key internal relationships that this position has primary and regular day to interaction with in the course of business – Team Leader and other Early Years Educators; Curriculum Coordinator Rural Services Support Officer & Educational Leader.

External:

- Key external relationships that this position has primary and regular day to day interaction with: children and their families and Department of Education.

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## KEY RESPONSIBILITY AREAS

### Culture

- Model a positive culture in all interactions with staff, colleagues, clients, and all external stakeholders.
- Apply a solution focused approach to problem solving, work collegiately with peers, while at all times upholding the values and mission of the Agency.

### Service delivery

- Provide support to the Qualified Educator to implement the Early Years Learning Framework and provide young children with opportunities to maximise their potential and develop a foundation for future success in learning.
- Provide by positive example a professional approach to all Early Years educators within the service.
- Effective communication with parents and other stakeholders in the community.
- Promote the service and encourage enrolments within the community.
- Assist in the implementation of daily care routines and provide a healthy, safe and welcoming environment.
- Acknowledge and accept the responsibility of being the certified supervisor of the service and undertake any duties required of a certified supervisor as defined in the Education and Care Services National Law 2010 and Regulations 2011 and the Children's Services Act 2006 and Regulations 2009.

### Reporting

- Ensure accurate, timely and effective communication and reporting processes are followed to meet statutory, organisational and funding body requirements.
- Develop and maintain open, clear and accountable relationships with funding and regulatory bodies.

### People

- Cultivate proactive team spirit by supporting regular and systematic meetings and joint planning exercises.
- Ensure compliance with procedural fairness concepts where complaints arise within the service.
- Assist in the induction of newly appointed staff.

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Ensure appropriate use of resources.

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- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting’s values and professional standards of behavior.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to General Manager People and Culture.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

### Quality and risk

Carry out all responsibilities assigned to staff in relation to the Agency’s Quality; Risk Management; Compliance; and OH&S frameworks; policies; and procedures, which includes but is not confined by the following:

- Assist with and support internal and external audit processes.
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.
- Attend core and other safety related training including induction.

## PERSON SPECIFICATION

### Qualifications

- Diploma of Early Childhood (minimum).

### Experience

- Knowledge and understanding of the developmental needs of children aged 0-12 years including how children learn.
- Knowledge of the National and Victorian Early Years Learning frameworks.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values.
- **Statutory knowledge:** Knowledge of the Education and Care Services National Law 2010 and Regulations 2011 and an understanding of the Children’s Services Regulations 2009 and Children’s Services Act, 1996.
- **Other key success factors:**
  - Competent computer skills.
  - Well developed interpersonal and communication skills.
  - Proven reporting, time management and administrative skills.
  - Sound judgment and problem solving skills to contribute to the planning and development of the service.
  - Demonstrated commitment to professional development, employee orientation and training.
  - The ability to work independently and take direction with a positive and professional manner.
- **Certificates, licences and registrations:** current eligible motor vehicle licence to drive in Australia; current National Police Record Check; and Working with Children Check.

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This position description is subject to review and may change in accordance with Uniting's operational, service and customer requirements.

Employee Name:		Manager Name: Title:	
Date:		Date:	
Signature:			

*As a 'child safe' organisation. employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.*

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