

Koorana Child and Family Services - Position Description

Position Title:	Early Childhood Educator
Reporting Relationship:	Team Leader (Educational Leader)
Direct Reports:	None

1. Position Purpose

Koorana works with all children, and is committed to delivering quality early childhood education, intervention and family support services that acknowledge and respect all individuals.. Koorana provides a diverse range of early childhood education, intervention, therapy services and family support services across the Inner West and South West areas of Sydney and surrounding suburbs.

The Early Childhood Educator contributes to the operation of an inclusive preschool program. Key responsibilities of the Early Childhood Educator are to:

- Support the preschool teams in their delivery of a quality early childhood education program which reflects the goals of the National Quality Curriculum Framework
- Collaboratively with the preschool teams, implement specific intervention strategies as determined by the Educational Leader and transdisciplinary team
- Engage in reflective practice and assessment to enrich children's learning
- Adhere to National Regulations as outlined in Koorana's Preschool Policies and Procedures
- Assist the teams to prepare resources to support children's learning outcomes
- Maintain effective communication to support the successful delivery of service to children and families.

2. Organisational context of the position

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Management is responsible for governance and is legally responsible for Koorana's outputs. The Chief Executive Officer (CEO) is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions. The CEO, General Manager Client Services and General Manager Corporate Services form the Executive Management Team.

The General Manager Client Services supports the CEO by leading all of Koorana's service delivery.

Koorana values self determination, access and equity, mutual respect, collaboration, and ethics & integrity. Our practice is driven by family centred principles, evidence based best practice, fostering natural community inclusion, quality management, and the key worker model.

Koorana is committed to delivering family-centred services that respect, support and enhance the vital role the family plays in their child's life and development, and recognise the ways in which a child's disability, developmental delay or challenging behaviour can impact on all family members. Koorana's services are designed to ensure that families are well informed, have choices, and are supported in their decisions.

3. Position Responsibilities

3.1 To contribute to a quality early childhood learning program

- Contribute to the provision of a caring, secure and active environment for all children at all times, promoting a sense of belonging, security and confidence
- Deliver respectful and warm interactions with children, families and other educators
- Act on child safety and health issues in line with legislative and organisational policy requirements
- Actively participate in the preparation of daily routine activities with other team members
- Support the implementation of individual and group education programs (IEP)s for children based on the observation of interests, strengths and needs, ensuring each child experiences a sense of belonging
- Implement specific intervention strategies as determined by the Educational Leader and transdisciplinary team
- Participate in the regular evaluation of individual programs with regard to current best practice, research, and children's goals
- Contribute to a Preschool play-based learning environment that maximises children's ability and respects their family and culture
- Participate in the implementation of the Early Years Learning Framework.

3.2 Contribute to a play-based learning program

- Participate in an inter-disciplinary approach to service delivery, where everyone involved acquires the skills and knowledge to implement each child's program at all opportunities during play and routine
- Contribute to the safety of the Preschool's environment and equipment
- Provide experiences that are developmentally appropriate and interest based, that enable children to think critically, experiment and problem solve.

3.3 Professional responsibilities, advocacy and representation

- Adhere to Koorana's values, code of conduct, and operational policies and procedures
- Establish, maintain and file records where required, in line with Koorana Policies & Procedures
- Actively advocate for all children and a wholly inclusive society
- Contribute to and/or participate in relevant research conducted either by Koorana or an approved outside party when required
- Employ current best practice and research based principles into work performance.

3.4 Effective and timely completion of administrative tasks

- Efficient completion of relevant administrative tasks concerned with program planning, evaluating and reporting
- Contribute to the IFSP (Individual Family Service Plan) process and running of the program.
- Undertaking specific tasks/projects as required.

4. Key Selection Criteria

Qualifications (as approved by ACECQA)

- Diploma in Early Childhood Education and Care (or equivalent), or
- Associate Diploma of Social Science (Child Studies) (or equivalent) or
- Minimum Certificate III in Early Childhood Education and Care (or equivalent).

Experience & Skills:

- A theoretical understanding of early child development and understanding of evidence based practice in early childhood education and care
- Experience working in an early childhood setting
- Positive attitude towards and/or experience working with children with additional learning needs within an early childhood setting
- Understanding of principles underlying inclusive preschool settings
- Knowledge of applicable early childhood education law & regulations and experience in their practical application
- Excellent communication and interpersonal skills
- Demonstrated ability to take initiative, prioritise, plan ahead, anticipate risks and problem solve
- Demonstrated ability to work in a culturally diverse community
- Proficiency with Microsoft Office computer applications.

Personal attributes:

- Respect for the philosophy and values held by Koorana
- Well organised
- Current First Aid Certificate (including asthma and anaphylaxis management).

5. Personal and Professional Development

- Attend internal/external training as appropriate
- Participate in a performance development & review process
- Participate in at least one unpaid, out of hour's community activity in each calendar year (e.g. AGM, local festivities etc).

6. Confidentiality

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.