

POSITION DESCRIPTION

Roles:	Diploma Qualified Educator & Certificate III Educator
Location:	Mater Dei 229 Macquarie Grove Road Camden 2570
Responsible to:	Director of Mater Dei Early Childhood Education Program
Award:	Educational Services (Schools) General Staff Award 2020

This position will be employed in the Mater Dei Early Education Program which includes but is not limited to the Preschool, Learn to Play and Play to Learn Groups.

The descriptors for this role can be referenced in the Educational Services (Teachers) Award 2020.

The role will be required:

- To provide high quality, developmentally appropriate early childhood education to children from birth through to School age within a warm, welcoming, inclusive and safe environment;
- To deliver individual person-centred and family-focused programs for all children including children with developmental delay and/or a diagnosed disability where all children, their parents, carers, guardians and advocates are welcomed with respect and dignity;
- To embrace and promote the United Nations Convention on the Rights of the Child including:
 - Article 23: Children who have any kind of disability should receive special care and support so they can live a full and independent life
 - Article 28: Children have the right to an education
 - Article 29: Education should develop each child's personality and talents to the full;
- To provide an accessible and welcoming early childhood education program for all children including children who are:
 - Aboriginal and/or Torres Strait Islander

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- from culturally and linguistically diverse communities
 - from all religious and non-religious beliefs
 - from all socio-economic environments
 - from all family and/or carer cohorts and combinations;
- To deliver an inclusive environment focusing on the safety, welfare and wellbeing of children with developmental delay and/or a diagnosed disability such as Autism Spectrum Disorder Levels 1, 2 and 3, Down syndrome and complex medical conditions;
 - To work in partnership with parents, carers, guardians and advocates to maximise each child's choices and opportunities in their early childhood education program;
 - To provide an environment that empowers all children to actively pursue their own learning therefore ultimately fostering a love of life-long learning and feelings of self-worth and wellbeing;
 - To encourage all children to gain independence and autonomy by facilitating opportunities to problem-solve, to be creative, to explore and to take safe risks;
 - To be aware of and provide opportunities for all children to experience a sense of achievement and accomplishment whilst being stimulated and challenged in accordance with their individual interests, gifts, talents, abilities and additional needs;
 - To prepare and facilitate each child's Transition To School (TTS) plan into the most appropriate School setting when they commence their Kindergarten placement;
 - To establish and promote mutually beneficial partnerships with medical professionals, Allied Health teams, colleagues in other early childhood education services and local Schools based on sound, effective oral and written communication skills;
 - To attend and facilitate Mater Dei Early Childhood Education Staff Meetings:
 - To attend and facilitate children's Team Around the Child (TAC) meetings to collaboratively determine their short-term goals and medium- and long-term outcomes to be included in their Individual Learning Plans (ILP);

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- To contribute to an enthusiastic, dedicated and committed team of educators to ensure that innovative high quality evidence-based early childhood education programs are delivered responsively and inclusively across the service;
 - To develop and implement weekly programs that are based on and reflect each child's stage of development, preferred style of learning, abilities and additional needs;
 - To collaborate with a respectful, mutually supportive team of educators who listen, respond and communicate effectively, courteously and successfully with each other;
 - To recognise risks and non-compliance that may become apparent and to address these issues competently, professionally and effectively;
 - To facilitate assessment, evaluation and critical reflection as an integral aspect of our Quality Improvement Plan (QIP);
 - To maintain a working knowledge and adherence to legislation guidelines and changes as they become apparent, the Early Years Learning Framework and Mater Dei Early Childhood Education Policies and Procedures including Code of Conduct, Child Protection and WHS;
 - To operate within the guidelines and service agreements of funding bodies;
 - To participate in ongoing individual and group professional development for each member of the early childhood education team;
 - To work closely with the Nominated Supervisor by contributing knowledge and expertise to establish a leading early childhood education service for all children and to achieve a standard of excellence.

Accountability

- To display a sound understanding of and to work in accordance with:
 - the Education and Care Services National Law (National Law)
 - the Education and Care Services National Regulations (National Regulations)

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- the National Quality Framework (NQF)
 - the National Quality Standards (NQS)
 - Belonging, Being and Becoming: The Early Years Learning Framework for Australia (EYLF)
 - Child Protection legislation
 - Workplace Health and Safety legislation
 - NSW Department of Education relevant Start Strong funding;
 - Mater Dei Early Childhood Education Philosophy
 - Mater Dei Early Childhood Education Policies and Procedures

**This position description may vary from time to time
to accommodate the emerging needs of the organisation.**