

**POSITION DESCRIPTION - Early Childhood Educator****Part 1 – Expectations for Your Role**

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| Position | Early Childhood Educator |
| Service / Program | Child Youth and Family Wellbeing |
| Industrial Instrument | Childcare - Professional Childcare Standard 2018 |
| Instrument Classification | Diploma - 4.1 - 4.4 |
| Reports to | Childcare Centre Manager |
| Effective Date | April 2025 |

Key Deliverables

- **Educational programming:** Provides a developmentally appropriate educational program to children aged 0–5 years in line with Early Years Learning Frameworks and National Quality Standards.
- **Safe learning environment:** Maintains a caring, safe and flexible environment that enables children to develop positive and supportive relationships, in order to enhance developmental and learning opportunities.
- **Child wellbeing support:** Identifies development and/or welfare concerns in relation to individual children and in conjunction with management sources support for the child and family through referral to appropriate early intervention and/or child protection services.
- **Team collaboration:** Works collaboratively and communicates effectively within the team and contributes as a positive team member.
- **Professional practice:** Maintains a professional approach to work, reflecting and improving upon personal practice.
- **Family support:** Provides family-focused support and advice that enables parents and families to care effectively for and to act in the best interest of their child/ren.
- **Family engagement:** Promotes and supports family involvement within the program.
- **Staff participation:** Attends and actively participates in all staff meetings and professional development days.
- **Professional conduct:** Acts in a professional and respectful manner at all times.
- **Health & safety:** Ensures the environment in which children learn and play is clean, hygienic and safe.
- **Incident response:** Responds to illness, accidents and emergencies in accordance with Centre Policy and Government regulations.
- **Hygiene compliance:** Follows Centre policy regarding personal health and hygiene practice.
- **Quality improvement:** Contributes to continuous quality and service delivery improvement throughout the organisation.

Skills

- **Team collaboration:** Proven ability to work in a team.
- **Communication skills:** Excellent written and verbal communication.
- **Ethical conduct:** Demonstrates an understanding of, and displays behaviours in line with EACH's Code of Conduct and the Early Childhood Association Code of Conduct.
- **Innovation mindset:** Actively contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes.
- **Growth orientation:** Is curious, reflective and open to continuous learning and new ways of working.



Experience and Knowledge

- **Sector experience:** Current experience in a Long Day Care setting.
- **Family-centred practice:** Demonstrated experience in an Education and Care setting working within a strength-based and family-centred approach.
- **Regulatory knowledge:** Demonstrates sound knowledge of NQF, NQS, VEYLDF, Law/regulations.

Qualification/Registrations/Licences (Mandatory only)

- **Early childhood qualification:** Diploma (or equivalent) in Early Childhood Education.
- **First aid certification:** HLTAID012 – Provide First Aid in an Education and Care Setting Certificate.
- **Health emergency training:** Current CPR, Asthma/Anaphylaxis.

Physical Requirements

- Regular bending, lifting, squatting, pushing, and pulling.



POSITION DESCRIPTION - Employee

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.



- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.