



St Mary MacKillop Early Learning Centre Position Description – Assistant Educator

Each Educator has an indispensable role to play in contributing to St Mary MacKillop Early Learning Centres. It is required of all Educators employed in Catholic Education that they recognise and accept that St Mary MacKillop Early Learning Centres are more than an educative institution, as it is a key part of the Church, and an integral element of the Church's mission.

QUALIFICATIONS:

- Certificate III in Children's Services or studying towards this qualification.

ACCOUNTABLE TO:

Lead Educator, Responsible Person in Charge, Director, and CEO Childcare Consultant.

REMUNERATION:

As per the Children's Services Award 2010

RESPONSIBILITIES WITH RESPECT TO THE CENTRE:

- ◇ To be responsible for learning and implementing policies, procedures and routines of the service and to sign off as understood.
- ◇ To read and sign the educator handbook within 2 weeks of commencing employment.
- ◇ To sign in and out daily, at lunch and when taking breaks, recording the correct arrival and departure times.
- ◇ To attend and participate in staff meetings, conferences and training courses as required.
- ◇ To work within a legal and ethical framework.
- ◇ To follow the room cleaning roster/checklist.
- ◇ To share the responsibility for the safety of the Centre's environment and its equipment.
- ◇ To share cleaning responsibilities where appropriate, relating to the group and then with other educators in other areas of the centre.
- ◇ To be responsible for the equipment both indoors and outdoors and maintain a hygienic, safe environment for children to play in and educators to work in.
- ◇ To be responsible for undertaking and implementing the requirements of quality assurance (Accreditation).
- ◇ To accept direction from the Lead Educator/Director for the preparation and supervision of activities, and in other matters pertaining to the Centre's operation.

RESPONSIBILITIES WITH THE RESPECT TO THE PROGRAM:

- ◇ To assist in creating a friendly, secure and stimulating environment for the children.
- ◇ To respect the Lead Educator's programming methods and styles and reflect initiative through independent suggestions.
- ◇ To assist as directed by the Lead Educator, in the accurate recording of observations of individual children or groups for the planning of programs, and evaluation of children's development.
- ◇ To assist in following through with the Lead Educator's program catering for the needs of each individual child.
- ◇ To supervise the room and continue the program when the Lead Educator is engaged elsewhere.
- ◇ To prepare materials and equipment as required.
- ◇ To maintain supplies of consumables.

RESPONSIBILITIES WITH RESPECT TO THE CHILDREN:

- ◇ To treat each child with dignity and respect, taking into account any cultural, socio-economic or other differences which may arise.
- ◇ To attend to children's needs as required, particularly in toileting, hygiene and first aid.
- ◇ To prepare children's possessions eg. lunch boxes/containers/shoes/artwork, for parents upon departure.
- ◇ To initiate and participate in play with the children, supervising all of the children at all times.

RESPONSIBILITIES WITH RESPECT TO THE EDUCATORS:

- ◇ To develop a cooperative and supportive relationship with all educators to ensure a smoothly operating centre and a consistently caring, secure and active environment for all children at all times.
- ◇ To abide by the services Code of Conduct.
- ◇ To show courtesy and respect to all educators.

RESPONSIBILITIES WITH RESPECT TO PARENTS:

- ◇ To greet and interact with parents in a friendly and respectful manner and learn their names.
- ◇ To acknowledge parents and children on arrival and departure to and from the centre.
- ◇ To communicate and interact with children in a friendly, personal and positive way
- ◇ To refer parents who have concerns to the Lead Educator/Director.
- ◇ To respect the Centre's policy and procedures on confidentiality and privacy.

RESPONSIBILITIES WITH RESPECT TO WORKPLACE HEALTH AND SAFETY:

- ◇ To implement and follow the workplace Health and Safety Policy.
- ◇ To keep the room and equipment in a safe and orderly condition.
- ◇ To notify the Lead Educator/Director of maintenance needs.

