

COBURG CHILDREN'S CENTRE INC.

EDUCATOR - CERTIFICATE III

2017

Appointed By: *The Board of Management Coburg Children's Centre Inc.*
Responsible To: *The Educational and Operational Co-ordinator*

Coburg Childrens Centre provides long day care for infants to school age children including both three and four year old integrated kindergartens, a 4-year-old sessional kindergarten and a bush kinder program.

CCCI has a long history of education for sustainability, and is working towards accreditation as a "Resource Smart Accredited Early Childhood Centre". As such we place a strong emphasis on all aspects of sustainability and environmental responsibility.

We pride ourselves in providing high quality child care and kindergarten services. Family support, cultural relevance, parent and community participation and sustainability form the ethos of the everyday operations of the CCCI.

The Centre has developed a uniform planning and documentation system which all rooms follow.

DUTIES AND RESPONSIBILITIES

- ⇒ To implement an early childhood program relevant to the individual and group needs and interests of the children.
- ⇒ To actively know and contribute to the current program and understand the role of the educator in the program at any given time.
- ⇒ To discuss with other educators the specific needs of children/families enrolled at the Centre.
- ⇒ To work co-operatively as a team member of a multi-disciplinary team.
- ⇒ To provide a healthy, safe and welcoming environment.
- ⇒ To encourage parent involvement in the program.
- ⇒ To support parents and communicate effectively with families regarding their children's participation in the program. This may include being involved in parent/educator meetings as requested or required.
- ⇒ To attend and contribute to meetings and professional development as requested/required.
- ⇒ To support the involvement of relevant early childhood support and professional services/organisations as appropriate.
- ⇒ To support students on placement.
- ⇒ To have a working knowledge of the Parent Manual and Staff Manual.
- ⇒ To develop an understanding and respect for the different cultures, values and abilities of the families and staff at the Centre.
- ⇒ To embrace and meet all areas, standards and elements of the National Quality Framework and comply with current Education and Care Services National Regulations and the Education and Care Services National Law Act.

QUALIFICATIONS AND SKILLS

1. Minimum qualification is a Certificate III in Children's Services.
2. Ability to work effectively as part of a multi-disciplinary team environment.
3. Awareness and acceptance of diverse cultures and abilities, and a demonstrated capacity to effectively work in an inclusive program.
4. Sound and respectful communication and interpersonal skills particularly in relation to children families and staff.
5. Sensible initiative is expected in all staff at the Centre.
6. A working knowledge of the National Quality Framework including the assessment process, The Early Years Learning Framework and the Victorian Early Years Learning and Development Framework.
7. Effective time management skills.
8. A friendly and positive disposition and a genuine love of working with children.

SALARY AND CONDITIONS

As per the Coburg Children's Centre Enterprise Agreement which is based on the salary and conditions of the Children's Services Modern Award.

PROBATION PERIOD

The appointment will be subject to a 6-month satisfactory probationary period.

PRE-EMPLOYMENT MEDICAL

The Board of Management require candidates to undergo a routine medical check by the Board's nominated medical officer, at the Board's expense, prior to an appointment being made.