

Position description

Greater together 

Position title:	Early Childhood Educator, Diploma Qualified
Institute/School/Centre/Directorate/VCO:	Commercial Services and Technology Parks
Campus:	Mt Helen Campus
Classification:	Within the HEW Level 4 range
Time fraction:	Full-time
Employment mode:	Continuing
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
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Recruitment number:	JR101440

Position summary

The Diploma Qualified Early Childhood Educator plays an essential role in supporting the delivery of high-quality early learning programs for children aged 0–5 years at Federation Children’s Centres. Working collaboratively with the Room Leader and other educators, the Diploma Educator helps plan and implement developmentally appropriate programs that reflect the strengths, interests, and needs of each child. This role contributes to maintaining a caring, inclusive and engaging learning environment, while supervising Certificate III educators and students as required. All responsibilities are carried out in accordance with the Education and Care Services National Regulations, the National Quality Framework (NQF), and the Early Years Learning Framework (EYLF).

Portfolio

Federation Children’s Centres, located at the Mt Helen, SMB, and Gippsland campuses, provide early childhood education and care for children aged six weeks to five years, including both three and four-year-old kindergarten programs. The Centres support the families of Federation University staff, students, and the wider local community. Each Centre offers between 75 and 80 places and operates on weekdays from 8:00 AM to 6:00 PM (with the Gippsland campus opening at 7:00 AM).

In addition to delivering high-quality care and education, the Centres offer research and demonstration opportunities for the Institute of Education, Arts and Community, as well as Federation TAFE Early Childhood Education students.

The Transformation, Assets and Commercial directorate provides unique and diverse value add services to students, local and business communities.

Organisationally located within the Chief Operating Office. Commercial Services encompasses children's centres,

residential accommodation, hospitality, retail and conferencing, sport and recreation facilities, print service and several other commercial and complementary services. The directorate delivers a wide range of services across all campuses of Federation University Australia. The focus of these services is to support customer experiences as they interact with the University.

Background Portfolio

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Contribute to planning, implementation, and evaluation of educational programs- developed in partnership with the Early Childhood Educator, Room Leader- that are informed by the Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).
2. Support the Early Childhood Educator, Room Leader in guiding daily routines, transitions, and learning experiences, while helping to ensure a safe, secure, and hygienic environment that meets each child's personal care needs.
3. Support and encourage positive, respectful relationships and open communication between children, educators, families, and colleagues to foster each child's development, both in day-to-day interactions and over the longer term.
4. Maintain confidentiality regarding all information and records related to children, families, and colleagues, while upholding the rights of the child and ensuring all interactions are grounded in respect, dignity, and professionalism.
5. Ensure the safety, wellbeing, and inclusion of all children by actively promoting and upholding the Child Safe Standards; identifying and reporting risks of harm; and contributing to a culture of child safety in line with legislative and organisational requirements.
6. Actively participate as a member of the team by attending staff meetings, contributing to professional discussions, undertaking shared team responsibilities, and completing required professional learning and training, while promoting a positive team culture and supporting colleagues in their roles.
7. Support a safe and healthy work environment by complying with all Occupational Health and Safety (OHS) policies and procedures, identifying and reporting hazards, and promoting practices that ensure the wellbeing of children, staff, and visitors.
8. Ensure active, adequate, safe, respectful, and efficient supervision of children at all times.
9. Develop and maintain accurate and timely documentation, including daily records, forms, and contributions to observations and assessments.
10. Adhere to the Federation Children's Centres and Federation University philosophy, policies and procedures,

staff code of conduct, and child protection and mandatory reporting obligations; contribute to their ongoing review and development.

11. May be required to undertake the role of 'Responsible Person' at the centre and when the Centre Coordinator is not in attendance, including being accountable for the day-to-day operation of the Centre and regulatory compliance, overseeing the supervision and wellbeing of all persons on the premises. The Early Childhood Educator Diploma Qualified may also be required to open and close the Centre as rostered, ensuring all safety, security, and operational procedures are followed.
12. Undertake additional duties related to the general operation of the room or centre, as required or requested, in alignment with the role, skills, and interests.
13. Consent to participate as a team member in a university-based Early Childhood Education Centre, which may include opportunities for research, demonstration, and student learning, while committing to abide by the Early Childhood Australia Code of Ethics.
14. Understand and implement the principles of the EYLF, VEYLDF, and the National Quality Standard, while remaining up to date with current research and developments in early childhood education, and demonstrating a commitment to continuous improvement and high-quality practices within these frameworks.
15. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
16. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
17. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Early Childhood Educator, Diploma Qualified works under the general direction of the Children's Centre Coordinator and the Early Childhood Educator, Room Leader or Early Childhood Teacher, contributing to the planning and implementation of early childhood programs. In this role, the educator supports the Room Leader and other educators to ensure a safe, engaging, and developmentally appropriate environment for the children. The position may supervise a group of up to 22 children, ensuring their safety, development, and well-being. In the absence of the Room Leader, the Diploma Qualified Educator will take on a leadership role and act independently supervising other Early Childhood Educators and Students.

The educator is expected to demonstrate a sound understanding of and ability to apply the Education and Care National Regulations, Child Safe Standards, Occupational Health and Safety requirements, the Victorian Early Years Learning and Development Framework (VEYLDF), the Early Years Learning Framework (EYLF), and the policies and procedures of Federation Children's Centres and Federation University. The position requires adherence to these regulations and procedures to ensure the high-quality care and education of all children.

The educator may be required to undertake the role of Responsible Person in the absence of the Centre Coordinator, being accountable for the overall operation of the Centre and ensuring regulatory compliance is maintained. This includes overseeing the supervision and wellbeing of all persons on the premises and managing any issues that arise during their period of responsibility. They may also be responsible for opening and closing the Centre as rostered, ensuring all safety, security, and operational procedures are followed.

Position and organisational relationships

The Early Childhood Educator, Diploma Qualified is under the routine supervision of the Early Childhood Educator, Room Leader or Early Childhood Teacher, Educational Leader and the Federation Children's Centre Coordinator in providing Early Childhood Education and Care services to the University and local community.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - A Diploma in Early Childhood Education and Care in accordance with the National Education and Care Services Regulations qualification requirements. Including relevant work-related experience and education/training relevant to classification level.
 - Provide First Aid in an education and care setting certificate (including CPR, Anaphylaxis and Asthma).
 - National Child Safety Training and Protection Children- Mandatory Reporting and other obligations (Early Childhood)- Department of Education- Victoria
 - DoFoodSafely Certificate- Department of Health- Victoria
2. Must hold a valid *Employee Working with Children* (WWC) check.

Experience, knowledge and attributes

3. A sound understanding and application of the Education and Care Services National Regulations, the National Quality Standard, the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Early Year Learning Framework (EYLF).
4. Demonstrated ability in providing quality care and learning environments for children.
5. Demonstrated knowledge and understanding of child development and the ability to convey acceptance of and sensitivity to family and children's values and needs.
6. Demonstrated knowledge and application of the Child Safe Standards, child safety and child protection.
7. Knowledge of health and safety requirements specific to Early Childhood Education.
8. Well-developed organisational, computer and effective communication skills, including conflict resolution skills.
9. Demonstrated ability to undertake the role of Responsible Person under the Education and Care Services National Regulations, including overseeing the day-to-day operation of the service ensuring compliance with regulatory requirements, and maintain the safety, wellbeing, and supervision of all children, staff and visitors in the absence of the Centre Coordinator.
10. Ability to delegate tasks, supervise others and work as part of a team.
11. Willingness and consent to work as a team member in a university-based Early Childhood Education Centre, which may include opportunities for research, demonstration, and student learning, while committing to abide by the Early Childhood Australia Code of Ethics.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.