



Upper Beaconsfield Community Early Learning Centre

10 Salisbury Road, Upper Beaconsfield, 3808
Ph: (03) 59444349 Email: elc@ubcc.org.au

Casual Educator Position Description

Aim of the Position:

To provide support in providing a learning environment that considers the health and safety of the children and meets the needs and interests of the children. This position will assist to foster all areas of development for all children in attendance, whilst working co-operatively and safely with other educators.

Key Responsibilities and Duties

1. PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM

- Contribute your ideas to the program plan, considering the developmental needs, interests and abilities of all the children attending the service.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Take observations and assist in educational experience set up

2. PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN

- Ensure children utilise effective health and hygiene practices.
- Ensure you are meeting all regulations and are knowledgeable in food safety and preparation, medical management plans, risk management plans, policies and procedures.
- Ensure that all children have access to nutritious food and fresh drinking water.
- Promote health, wellbeing and physical exercise in the service.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

3 BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS

- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Establish and maintain links with the service sponsor or governing body (as appropriate) local networks, resource agencies and other relevant organisations.



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- Supervise workplace students and volunteers, as directed.
- Ensure an effective induction and orientation process for new families, children and educators, including workplace students and volunteers.

4 CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE

- Ensure all practices are in accordance with the NQS and ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Attend professional development opportunities and network meetings as appropriate or as directed by director/coordinator.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the director/ coordinator and educational leader.
- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service’s policies and procedures and the NQS.

Reporting to: Lead Educator, Educational Leader, Director and Community Centre Manager

External Relationships: Children, families and community workers

Industrial Agreement/Award: NEIGHBOURHOOD HOUSES AND ADULT COMMUNITY EDUCATION CENTRES COLLECTIVE AGREEMENT 2016

I have read and fully understand the requirements and responsibilities for the position of a Casual Educator and I agree to adhere to them at all times.

Employee Name	
Employee Signature	Date:
Director Name	
Director Signature	Date: