



Located at S.F. Hedger Reserve  
30 Carol Grove Tullamarine Victoria 3043  
P.O. Box 450 Tullamarine 3043  
Ph: 9338 9072 |  
Email: irene@tullamarinehouse.org  
Inc No:A0018330Z | ABN: 70 246 229 631

## ***Tullamarine Community House and Men's Shed Inc***

### **Position Description**

**Title:** Team member Early Childhood Educator.

**Responsible to:** Team Leader

**Salary:** In accordance with the Neighbourhood Houses and Learning Centres Workplace Agreement 2016 Children's Services Employees (former Children's Services Award)

**Hours:** As determined by the Committee according to Community needs.  
**(Currently 17 hours per week, includes pack up/ set up and contact time)**

**Staff / Session times:** Tuesday 9.00 am to 2.30pm; Wednesday 9.15am to 3.15pm; Thursday 9.00am to 2.30pm (Late arrivals and early departures to and from sessions need to be negotiated with the Team Leader or House Manager)

### **Qualifications:**

Police and Working With Children Check.

First aid Level II, Asthma and Anaphylaxis Management.

Diploma Qualification in Early Childhood Education and Care

Previous experience in a similar position desired but not necessary.

### **Duties:**

1. To assist the Team Leader to provide a caring, secure and developmentally appropriate program.
2. To help with the preparation of materials and equipment in setting the environment for the children.
3. To clean up and reset materials and activities during and after sessions where appropriate.
4. To work on planned objectives for children as directed by the Team Leader.
5. To develop a positive relationship with the children and at all times use appropriate positive guidance, direction and limit setting techniques.
6. To communicate effectively with parents while maintaining a professional attitude and referring parental concerns to the Team Leader.
7. To participate in planned group activities as directed.
8. To demonstrate an attitude of respect and support for the children's ideas and capabilities.
9. At all times to be aware and alert to the physical environment and to ensure safety requirements are met.

### **Selection Criteria:**

As well as the appropriate experience and / or qualifications the successful applicant will be able to demonstrate the following:

Sound working knowledge of the Victorian Children's Services Regulations and the Early Years Learning Development Framework.

Ability to accept and act promptly on direction within a team environment.

An openness to learn and share ideas.

Good communication skills.