

## Early Childhood Educator (Diploma)

Moreland Community Child Care Centres (MCCCC) was formed in 1988 when Mitchell Street, Tinning Street and Dunstan Reserve merged. Together the centres provide a 130 place children's service. In 2021, North West Brunswick Kindergarten joined MCCCC. The service aims to maintain the friendliness of its smaller centres whilst drawing on the strengths and security provided by a larger organisation.

MCCCC is managed by a Committee of Management consisting of family representatives from each Centre, and the MCCCC Director. The Director is responsible for the overall management and coordination of the service and is supported by a Management team.

The service vision is one of community engagement, continuous improvement and innovation in our practices, programs, facilities, and all aspects of our service. We believe that education, social interactions, and community participation create and foster a life-long love of learning for children. Children's programs are planned to be developmentally appropriate and stimulating in accordance with the Early Years Learning Framework. Cultural and social inclusiveness together with family involvement in all aspects of the centres' activities is vital to the functioning of the service.

*MCCCC acknowledge that where we stand is Wurundjeri country and in recognition we respectfully include Aboriginal pedagogy in our practice.*

### Our values

All employees implement MCCCC values throughout all aspects of the program and relationships with families, employees, and external agencies.



**Thought** • Connecting with innovation and creativity within communities encourages children to think things never thought before.



**Heart** • Our community is loving, friendly and family oriented. Working together we can transform society to promote equity and social justice.



**Strength** • The MCCCC community is strong, capable and always learning. Social interactions are regarded as the cornerstones of learning.

POSITION DETAILS	
Position Title	Early Childhood Educator (Diploma)
Classification	Level 4
Award	Moreland Community Child Care Centres Inc. Enterprise Agreement 2017
Location	All staff may be allocated to any site
Reports to	Centre Manager / Director
Supervises	MCCCC educators and visiting Students

### PROFESSIONAL ACCOUNTABILITIES

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<b>General</b>	<ul style="list-style-type: none"> <li>• All educators employed by MCCCC are committed to the provision of high-quality care and education.</li> <li>• All educators will actively demonstrate behaviours and practices that advocate and advance early childhood education.</li> <li>• Professional, respectful relationships are expected between all educators, families, and the children entrusted to our care.</li> <li>• As a community-based organisation, there is a strong commitment to community engagement and collaboration. This must be evident throughout the program.</li> <li>• There is an expectation that all educators contribute to program planning in some form.</li> <li>• Understand the importance of professional development and advocacy of early childhood education.</li> <li>• Maintain, improve and broaden own professional knowledge and skills by attending professional development training as required.</li> <li>• Be aware of and abide by service policies and procedures</li> <li>• Demonstrate integrity, responsibility, respect and innovation in all aspects of the position.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Children's Services Regulations (Education &amp; Care Services National Regulations)</li> <li>• Knowledge of Early Years Learning Framework</li> <li>• Knowledge of National Quality Framework</li> </ul>
<b>Health and Safety of staff and children</b>	<ul style="list-style-type: none"> <li>• To carry out their duties in a manner that does not adversely affect their own health and safety and that of others.</li> <li>• To ensure staff and children utilise effective health and hygiene practices. This includes ensuring a safe and stimulating physical environment where all educators and children are protected from hazards or harm.</li> <li>• Ensure the meeting of all regulations relating to food safety and preparation, medical management plans and risk management plans, policies, and procedures.</li> <li>• To report all incidents and injuries as well as co-operate with any measures introduced in the workplace to improve OH&amp;S.</li> <li>• MCCCC's Occupational Health and Safety Policies and the National accreditation standards.</li> </ul>

KEY RESPONSIBILITIES			
<b>Position summary</b>		<ul style="list-style-type: none"> <li>• To work closely with educators and other staff to provide a high quality child care program that supports the social/emotional development of all children attending</li> <li>• To adapt to and respect the routines and programs developed in each setting/environment across the service</li> <li>• To perform the duties outlined plus other duties as directed provided such duties are within the limits of the employee's skill, competence and training.</li> <li>• To be committed to professional development in order to maintain a high level of creativity and innovation within the children's program</li> <li>• To foster respectful, professional relationships with all parents</li> </ul>	
<b>Educator responsibilities</b>		<ul style="list-style-type: none"> <li>• Ability to plan, implement and evaluate a developmentally appropriate and stimulating early childhood program</li> <li>• Demonstrated ability to be innovative within the program planning.</li> <li>• Develop, implement, and evaluate early childhood programs for individuals and groups of children, including the keeping of appropriate records.</li> <li>• Be ready, willing, and qualified to act in the position of certified supervisor in the temporary absence of the director, assistant director, or centre manager.</li> <li>• Supervise workplace students and volunteers, as directed.</li> </ul>	
<b>Program responsibilities</b>		<ul style="list-style-type: none"> <li>• Prepare, implement, and evaluate a high quality and diverse educational program for all children which</li> <li>• adopts a holistic approach to learning and reflects the service philosophy</li> <li>• Create and implement a program that supports the learning outcomes, practices and principle standards as identified in the Early Years Learning Framework</li> <li>• To plan, implement, assess, and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests, and abilities of all the children attending the service.</li> <li>• Model and support all educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.</li> </ul>	
<b>Family engagement</b>		<ul style="list-style-type: none"> <li>• To assist families to feel welcome and confident leaving their child</li> <li>• To foster respectful, professional relationships with all families.</li> <li>• To promote a professional and positive image of the program</li> <li>• Keep parents informed of their child's development and daily routines</li> <li>• Ensure new families are welcomed and orientated appropriately</li> </ul>	
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	<ul style="list-style-type: none"> <li>Encourage families involvement in all aspects of the service's activities</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>To work as a professional, productive team member with all staff</li> <li>Encourage the sharing of knowledge and skills within the team</li> <li>To work in a flexible and co-operative manner</li> <li>To participate actively and constructively in staff meetings</li> </ul>
<b>Contribute to the effective management of the Service</b>	<ul style="list-style-type: none"> <li>Develop a professional and co-operative relationship with the service Management Team</li> <li>Report issues or concerns in a timely manner to the Centre Manager</li> <li>Perform duties as requested in consultation with the management team</li> </ul>
<b>KEY SELECTION CRITERIA</b>	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>Minimum two year qualification (Diploma in Early Childhood Education and Care)</li> <li>Current Level 2 First aid Certificate (including Anaphylaxis and Asthma Training).</li> <li>Demonstrated knowledge and experience of working in early childhood services.</li> <li>Working Knowledge of the Regulations, standards, frameworks and codes.</li> <li>Current Working with Children Check.</li> <li>Ability to communicate in French would be highly regarded</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of and ability to implement the Early Years Learning Framework and National Quality Framework</li> <li>Demonstrated experience in planning, implementing and evaluating a developmentally appropriate and stimulating children's program</li> <li>Demonstrated ability to maintain and interpret children's observation records for the purposes of creating a balanced and relevant program</li> <li>Understand the principles of confidentiality and discretion when relating to children, their families and other co-workers.</li> <li>Ability to work successfully with a wide range of families and early childhood professionals.</li> <li>Demonstrated initiative and creativity within the early childhood role.</li> </ul>