

Position Description:
Early Childhood Educator LEC Program



- Vision:** FMPLLEN Inc. supports continued strong pathways from school to further education and work for local people. FMPLLEN will support the development of networks and partnerships designed to improve the participation, engagement, attainment and transition outcomes of vulnerable young people.
- Program** The Learn Engage Connect (LEC) program is funded by the Communities for Children Frankston program led by Anglicare. LEC is a successful young parents program linking early childhood education, parenting support, Chisholm TAFE VCAL education and social links for vulnerable families. The program is supported by the Frankston and Mornington Peninsula LLEN, headspace Frankston and other steering group partners.
- Location:** FMPLLEN Hastings. Position Based at Chisholm Frankston Campus.
- Employment Status:** Part time to June 30 2019, (0.8 FTE) with specified hours required across Mon-Thurs.
- Remuneration:** Annual salary dependent on qualifications and experience plus 9.5% Employer superannuation.
- Responsible to:** FMPLLEN Executive Officer.
- Direct reports:** FMPLLEN

Primary Purpose: The Early Childhood Educator assists in providing an environment that re-engages young parents with education, builds parenting skills and integrates basic principles of human learning and development for the children through the Abecedarian Approach within a setting that incorporates both the young parents and their children.

Key Responsibilities: The Early Childhood Educator will support the young parent’s educational and parenting journey by providing in-class support to each student’s child within an integrated learning environment. They will apply the 3a Abecedarian Approach Australia early learning program to the children of the young parents to support the children’s development and transition into their early childhood.

KEY RESPONSIBILITIES

Key Area	Key Responsibilities	Agreed Achievements
<p>Plan & Implement a Quality Education Program (NQS Quality Area 1: Education Program & Practice)</p>	<ul style="list-style-type: none"> • Provide in-class support for the young parents and their children • Be responsible for the direct supervision and care of the young parent’s children • Plan, prepare and implement a stimulating, age-appropriate activity program that encourages children’s creativity and learning. • Promote each child’s social, emotional, cognitive and physical development using the 3a Abecedarian Approach Australia • Actively support every child to participate in the planned program • Recognise and respond to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques • Implement the Abecedarian Approach education program • Observe and record relevant information on each child's progress as required for 3a Abecedarian Approach Australia and data collection requirements • Ensure that the physical learning environment is refreshed at regular intervals to stimulate child interaction and development • Provide an environment that promotes both learning and social awareness 	<ul style="list-style-type: none"> • Early Childhood education program plan developed and implemented • Individual learning plans documented and regularly monitored and reviewed

Key Area	Key Responsibilities	Agreed Achievements
<p>Promote the Health and Safety of all Staff and Children (NQS Quality Area 2: Children's health & Safety; Quality Area 3: Physical Environment)</p>	<ul style="list-style-type: none"> • Ensure program staff, parents and children utilise effective health and hygiene practices that meet regulatory standards relating to food and safety, medical management plans and risk management plans • Ensure the constant supervision, safety and wellbeing of all children • Establish and maintain regular communication with the young parents and support them in all areas of their children's growth, behaviour and development • Provide strategies to support parenting skills such as sleep routines, nappy changing and nutrition • Maintain a safe and healthy work environment • Report any existing and/or potential workplace hazards • Maintain the play environment and storage area in an organised manner to ensure workplace health & safety requirements are met • Maintain program equipment hygienically and in good repair • Implement an effective induction process for new parents and their children 	<ul style="list-style-type: none"> • report to leadership meetings regarding program outcomes and any issues or identified risk • Ensure all work complies with the relevant legislation, regulations, Infection Control standards, FMPLLEN policy and procedures

Key Area	Key Responsibilities	Agreed Achievements
<p>Contribute to the Effective Management of the Program and Administrative Systems (NQS Quality Area 7: Leadership & Management)</p>	<ul style="list-style-type: none"> • Maintain accurate records of young people, child & family contact, for the purpose monitoring and evaluation of the program • Preparation and participation in team meetings, headspace handover and case review as required • Use relevant IMIT systems including Microsoft Office • Compliance with data recording including funding body contractual obligations for CfC Anglicare Frankston and DSS • Assist with agency referral process to support the young parents • Participate in ongoing professional development including all mandatory training relevant to the program 	<ul style="list-style-type: none"> • Client records updated in timely manner (within 24 hours of contact)

Key Area	Key Responsibilities	Agreed Achievements
<p>Professional Conduct and Relationship Management (NQS Quality Area 4: Staffing Arrangements Area 5:</p>	<ul style="list-style-type: none"> • Work collaboratively with internal and external stakeholders including the young parents and teaching staff to provide an environment that assists in the development of parenting skills and life skills of the young parents. • Adhere to all FMPLLEN' policies and procedures including the Code of Conduct, Safeguarding Young People Policy, 	<ul style="list-style-type: none"> • On every occasion FMPLLEN is represented ethically and professionally. • Good working relationships with stakeholders

<p><i>Relationships with Children; Area 6: Collaborative partnerships with families and communities)</i></p>	<p>Confidentiality Agreement, EEO policy</p> <ul style="list-style-type: none"> • Demonstrated commitment to FMPLLEN organisational values • Provide highest ethical standards at FMPLLEN; not only to young people in the communities we serve, but to our co-workers and ourselves • Undertake proactive identification and on-going management of stakeholders, including suppliers and auditors • Work collaboratively with staff across the organisation to ensure organisational needs are understood, recognised and responded to • Develop and maintain respectful, supportive, collaborative and responsive relationships with both the children and their families. • Maintain regular and open communication with program team members and all other agencies including FMPLLEN, CfC-Anglicare, Chisholm’s Senior and Technical College Educator and Manager including providing reports as required • Attend and participate proactively in meetings relevant to the young parent’s program including FMPLLEN, CfC-Anglicare steering group, Chisholm’s Senior and Technical College and other meetings as required 	<ul style="list-style-type: none"> • Organisational needs understood
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Key Area	Key Responsibilities	Agreed Achievements
<p>Team and Culture Building</p>	<ul style="list-style-type: none"> • Foster and facilitate a co-operative team environment which values collaboration to ensure a focus on efficient systems and needs of young people & their children and the wider headspace Frankston team • Provide mentorship for members of the wider team with a focus on quality care for young people & their children, risk assessments, evidence based approaches and self-management • Participate in the ongoing planning, development and implementation of programs and integration at headspace Frankston 	<ul style="list-style-type: none"> • Effective communication processes • Contribute to individual and team work plans • Participate in annual performance review • Contribute to the evaluation practices for program delivery • Attendance at team meetings

Key Area	Key Responsibilities	Agreed Achievements
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Contribute towards continuous quality improvement and evaluation in relation to program delivery • Develop linkages with referral services • Include young people & their children, family and carers in 	<ul style="list-style-type: none"> • Ensure all work complies with the relevant legislation, regulations, FMPLLEN policy and procedures

	<p>the evaluation of the program where appropriate</p> <ul style="list-style-type: none"> • Collaborate with other support services and community based activities to integrate support and provide optimal service provision • Apply the Young People’s Charter of Practice Principles in all aspects of role. • Complete incident reports in a timely manner as required 	<ul style="list-style-type: none"> • Ensure confidentiality of documentation is maintained • Completion of quality improvement activity and incident reports.
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<p>Key Selection Criteria</p>	<ul style="list-style-type: none"> • A tertiary qualification relevant to Early Childhood Education & Care (Degree level qualification desirable) • Qualified trainer in 3a Abecedarian Approach Australia (desirable) • Demonstrated ability to engage with young people, their children, family and carers • Experience in the delivery of a range of early childhood educational interventions • Knowledge and understanding of relevant legislation, policies and issues informing early childhood & youth service delivery • Well-developed interpersonal and communication skills both written and verbal • Strong organisational skills and proven ability to meet deadlines, program and outcome measurement targets • Ability to work within a small multidisciplinary team environment and with external program stakeholders • A valid Working with Children (WWC) check <p>Please note: Prospective employees are advised that they must have a current Employee “Working With Children Check” as a condition of employment</p>
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