



RYE COMMUNITY HOUSE

RYE BEACH KIDZ CHILDCARE

Position:	Assistant Early Childhood Educator - Cert 4 or Diploma Qualified (Casual) Rye Beach Kidz Childcare (27 Nelson Street, Rye, Victoria, 3941)
Accountable to:	Childcare Co-ordinator and House Manager
Works in collaboration with:	Childcare Co-ordinator and other relevant staff members
Hours of employment:	Casual
Award Classification:	Children's Services Award 2016 Level 3 with casual loading

Introduction:

Rye Community House is a well-established Neighbourhood House located on the Mornington Peninsula in the township of Rye. We offer a wide range of activities for our members including health & wellbeing, arts & crafts, languages and Repair Café (as part of Sustainable Sunday events) to name a few. Located within the building is Rye Beach Kidz Childcare which is a Type 2 limited hours registered childcare centre with a maximum of 14 places. We accept children aged between 6m - 5 yrs of age.

At Rye Beach Kidz Childcare, our goal is to ensure children have a strong sense of identity & well-being, feel connected in their world and have the confidence to achieve the best that they can. Our Educators are committed to providing children with a stimulating environment in which they are offered the opportunity to work, explore, learn and discover at their own pace.

Rye Beach Kidz values ongoing learning and will support casual staff to participate in professional development.

Our Mission Statement is:

To be instrumental in offering the community a better quality of life through the provision of affordable, accessible and quality learning opportunities and social interaction.

Primary Position Purpose

Together with the Childcare Co-ordinator and other staff and volunteers, work collaboratively to provide a high quality, developmentally appropriate educational program (based on an approved curriculum framework) for the children at Rye Beach Kidz Childcare.

Work as a member of the Rye Community House/Rye Beach Kidz Childcare collaborative team of educators, tutors, management, volunteers and administrative staff.

Always Operate in a professional manner, ensuring that the service meets the requirements of the Department of Education and Training; Education and Care Services National Law Act

2010; Education and National Regulations 2012 and the Quality Improvement Plan; Policies & Procedures of Rye Beach Kidz Childcare and Rye Community House.

Key Objectives

Operating in a professional manner at all times, to deliver on our belief that every child is unique, has their own interests, strengths and abilities which should be respected and valued by all.

Contribute to the overall focus of Rye Beach Kidz Childcare to become the best that we can, acknowledging that learning is key and that all staff are part of a professional learning community.

Dimensions of the Role

The role will join a pool of educators to work as required, including replacing staff when on annual leave, sick leave or leave for professional development.

Key responsibilities

- Accept shared responsibility for delivery of an educational program for the children at Rye Beach Kidz, who may be aged between 6 months and 5 years. This includes taking written observations of children as required.
- Assist with the daily routines and delivery of the program, including preparation of activities, general cleanliness and safety of Rye Beach Kidz Childcare, and the packing away of equipment and materials.
- Actively create an environment where children and parents feel safe, welcome and comfortable.
- Report to Childcare Co-ordinator any concerns regarding children.
- Report any Incidents or Near Misses.
- Be sensitive to each child's individual differences.
- Be culturally sensitive to the backgrounds of children and parents using the House.
- Assist in group time where singing, reading or other activities involving the children takes place.
- Assist in helping to integrate children with special needs into the House.
- Encourage children to develop independence at play and provide enjoyable routine stimulating individuality.
- Administer medications as per individual children's medication plan/s and recording all administrations accurately and timely.
- Contribute to the development of the Quality Improvement Plan for Rye Beach Kidz.
- Help plan, implement and evaluate, high quality educational and recreational programs which are based on the developmental needs, interests and experiences of the children in care.
- Undertake such cleaning duties each day as is necessary for a high standard of cleanliness and hygiene.
- Adequately supervise children at all times.

Staff

- Work in a shared leadership model as a member of a co-operative team and encourage others to contribute to the planning and implementation of the educational program.

- Attend approved staff meetings as requested and approved by the Co-ordinator or House Manager.
- Represent Childcare Co-ordinator at any meetings in Co-ordinator's absence as required.

Parents

- Assist in developing positive communication levels with all parents using the House, recognising that parent and child care workers form a team to care for, and education the children.
- Refer parents to the Co-ordinator to provide regular information about the program, the operation of the childcare centre and child development, together with individual children's development and progress at Rye Beach Kidz.
- Actively encourage family involvement in developing and implementing the program, and consultation on issues regarding children's learning, development and program.

Other

- Participate in professional development activities, or propose relevant professional development and training programs, as determined by the Co-ordinator or House Manager.
- Support the House in our efforts to improve sustainability for our community by recycling, reducing waste and emissions.

Key Attributes:

- A passion for working with young children
- Commitment to the values of Rye Community House and Rye Beach Kidz Childcare
- Ability to ensure confidentiality always.
- Loyalty to families, colleagues and the Centre.
- Be open to learning new approaches and methodologies, particularly in relation to high quality educational programs; child-centred play and the promotion of literacy and language development.
- Ability to communicate effectively with children, parents, staff and other professionals.
- Flexibility and openness to respond to tasks at hand.
- Enthusiasm, energy and drive.
- Ability to manage time effectively with limited direction, and strong self-motivation.
- Ability to manage competing priorities and work within a community centre that sometimes requires people to go the extra mile.

Selection Criteria

- Demonstrated experience in the delivery of Early Years Development Programs
- A sound understanding and knowledge of early childhood development and education.
- The ability to assess, document, monitor and develop each child's progress, with family involvement.

Teamwork

- Ability to work as part of a small team of professionals.

- Ability to work together with a team of professionals within a classroom, and work with parents and other stakeholders to achieve optimal results for each child.
- Ability to work with volunteers in the classroom.

Written and Verbal Communication

- Ability to communicate effectively (listening, speaking, writing), and handle difficult and sensitive communications well.
- Ability to prepare written reports and other material using clear concise and grammatically correct language.
- Confidently convey ideas and information in a clear way.

Risk Management

- Understand and be accountable for the management of risk within the classroom.
- Be responsible for ensuring active supervision of all individuals within the classroom environment, ensuring their safety and wellbeing always.
- Upholding the reputation of Rye Community House and Rye Beach Kidz as an integral part of the community.

Qualifications, skills and experience:

- Diploma in Children’s Services
- Current Working with Children Check which demonstrates suitability for employment in a children’s service.
- Current National Police Check.
- A current approved First Aid qualification, approved anaphylaxis management training and approved emergency asthma management training, in accordance with the Education & Care Services National Regulations 2011 and Policies & Procedures of Rye Community House.
- Demonstrated experience of current or recent work experience in a childcare setting.
- Demonstrated high level of IT skills
- Familiarity with Xplor (childcare software platform)

Note:

An offer of employment is conditional upon submission of up to date First Aid, CPR, Anaphylaxis, Police Check and WWC checks and qualifications. Please note it is the responsibility of the staff member to pay for up to date police checks every 3 years.

The requirements and responsibilities contained in this Position Description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the Rye Community House Leadership Team during employment, through collaboration and consultation, on an as required basis. Any significant or material changes need to be discussed and agreed by the incumbent and manager before inclusion. The Position Description should be reviewed formally during the annual Performance Assessment process.

ACKNOWLEDGEMENT

I, have read and accept the Position Description as stated above.

House Manager Signature:

Date:

Employee Signature:

Date