



Courage in Wisdom | Hope in Love

Job Description

Title:	Childcare Educator – Diploma Qualified
Reports to:	Director of Childcare
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
Employment Type:	Casual or Permanent

Position Summary

South Coast Baptist College is seeking a dedicated Diploma Qualified Childcare Educator to join our vibrant Child Care Centre. You will play a pivotal role in providing education and care for children, consistent with our Christian beliefs and the National Quality Framework. Your role will involve supporting the Senior Educator, Teachers, and Curriculum Leaders in delivering high-quality educational programs and fostering a nurturing environment for children and families.

Job Description

Position Objectives:

Safety: Maintain a safe environment for children, families, and team members.

Compliance: Adhere to National Quality Standards (NQS) and the Child Care Policy and Procedures.

Support: Assist Senior Educators, Teachers, and Curriculum Leaders in delivering high-quality educational programs.

Relationships: Build and maintain strong, positive relationships with children and families.

Contribution: Actively contribute to the education program and the Centre team, promoting reflective practice and continuous improvement.

Professionalism: Foster a professional and positive work culture, reflecting and improving on professional practice.

Key Responsibilities:

Children:

- Provide support and inclusion for all children, regardless of gender, cultural background, or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Supervise children adequately and support colleagues in achieving the same.
- Collect, record, and evaluate children's records and observations as required.
- Communicate with children openly and honestly, valuing their unique perspectives.
- Utilize the Early Years Learning Framework to inspire independent learning.

Families:

- Encourage families to communicate about their child's experiences at the service.
- Engage families in Service activities such as multicultural events, craft activities, fundraising, and parent committees.
- Maintain confidentiality of all child-related information, discussing concerns with the Leadership Team first.
- Greet families personally to foster trust and open communication.
- Complete and utilize the Daily Diary for effective communication.



Colleagues:

- Follow directions from the Room Curriculum Leader.
- Support colleagues in meeting children's needs, supervision, health, and safety.
- Promote high standards of care in accordance with the National Quality Standard.
- Collaborate as part of a team, contributing to a supportive work environment.
- Participate in staff appraisals, reflections, and professional development activities.

Program:

- Assist in planning, implementing, and evaluating the educational program.
- Support the setup and maintenance of the indoor and outdoor environments.
- Fill in for the Room Curriculum Leader when required, with guidance from the Leadership Team.
- Document and observe children's developmental records.

Service:

- Maintain effective operation of the Service, adhering to routines, checklists, and record keeping.
- Participate in staff meetings and in-service courses.
- Ensure effective communication between colleagues and families.
- Report maintenance, O.H&S, and safety concerns to the Leadership Team promptly.
- Maintain a safe, clean, and welcoming environment.

Selection Criteria

Qualifications & Experience:

- Approved ACECQA Diploma in Early Childhood Education and Care or equivalent.
- Current First Aid Qualification in accordance with ACECQA guidelines.
- Approved child protection qualification by ECRU.
- Experience in an approved education and care service.
- Knowledge and understanding of the National Quality Standards and the Early Years Learning Framework/Framework for School Age Care.
- Demonstrated experience in curriculum development and documenting children's learning and development.

Skills and Attributes:

- Developed leadership skills.
- Knowledge of the Reggio Emilia Approach.
- Proficient in using MS Office applications and information technology.
- Ability to relate well with children and parents.
- Ability to exercise sound judgment and follow instructions with minimal supervision.
- Knowledge of the inclusion support process.
- Understanding of statutory regulations and the Quality Improvement and Accreditation System (QIAS).

Clearances/Certificates/Licences:

- Current Working With Children Card.
- HLTAID004 Provide an emergency first aid response in an education and care setting.



General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies.
 - Reporting accidents and hazards.
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

Relevant Standards and Elements:

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE

1.1	Program	The educational program enhances each child's learning and development.
1.2	Practice	Educators facilitate and extend each child's learning and development.
1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.1	Health	Each child's health and physical activity is supported and promoted.
2.2	Safety	Each child is protected.

QUALITY AREA 3: PHYSICAL ENVIRONMENT

3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.



QUALITY AREA 4: STAFFING ARRANGEMENTS

4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN

5.1	Relationships between educators and Children	Respectful and equitable relationships are maintained with each child.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1	Governance	Governance supports the operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	



**SOUTH COAST
BAPTIST COLLEGE**
Thy Kingdom Come

Date:	
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