

Early Childhood Educator Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

Employee Name: TBA
Date PD Issued: 16/9/22
Position: Early Childhood Educator Trainee
Host Employer: HEI Schools Early Education Centre
Supervisor: TBA
Host Employer Address: Multiple Locations (refer Job Advert)
Westvic Staffing Solutions Field Officer: TBA
Duties of Position:

Early childhood educators care for the social, emotional, physical and educational needs of infants and young children in various care settings. Administration and marketing tasks will be undertaken as part of the traineeship also

Tasks Involved:

- Complete daily administration tasks as directed
- Assist with marketing tasks as directed
- Attend to enquiries via telephone and email
- Prepare play and learning materials and set up the children's environment
- Integrate children with special needs into the program, modifying the program and the physical environment if necessary
- Supervise children's play, ensuring their physical safety at all times
- Help children with daily routines such as toileting, dressing, eating and sleeping
- Guide children's behaviour and social development
- Prepare light snacks and meals
- Maintain a safe, clean and appealing environment
- Assit child educators
- Perform basic first aid in emergencies

Work Conditions:

Early Childhood Setting

Personal Requirements:

- alert, observant and active
- able to use judgment and initiative
- willing to accept responsibility
- able to work as part of a team
- able to relate well to children and their parents
- patient
- able to lift children and equipment.

Qualifications and Licenses Required:

- Working with Children's Check
- Police Check
- COVID-19 Vaccination

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- **Hours Per Week : 38hrs (rostered)**
- **Days per Week: Monday to Friday**
- **Award / Agreement: National Training Wage / Children Services Award**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBC**
- **Allowances: Nil**

Copy to : Employee

Host Employer

Main File

Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____