

BACKGROUND

BPA Children's Services (BPA) is a not-for-profit organisation that works in partnership with parent advisory groups and committees, to manage kindergartens and child care centres. BPA aims to provide a stable professional employment situation for staff.

BPA is committed to the right of every child to have access to quality early childhood educational programs. BPA believes that the principles of equity, access and cultural relevance must be developed and implemented for the benefit of the children and their families, participating in these programs.

BPA is committed to rights of all children to feel safe, and be safe at all times, including:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and linguistically diverse backgrounds
- promoting the safety of children with a disability

POSITION OBJECTIVE

- Work cooperatively as a member of a team, and assist with the provision of a high quality educational program for the children based upon the principals and practices of both the National and Victorian Early Years Learning Frameworks.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the *Education and Care Services National Regulations 2011*, the *Education and Care Services National Law Act 2010* and the policy and procedures of the BPA.

ORGANISATIONAL RELATIONSHIP

The Co-Educator is responsible to the teacher on a day-to-day basis for implementing the program's aims and is accountable to BPA.

RESPONSIBILITIES AND DUTIES

General responsibilities

- Work under the direction of the teacher in accordance with the requirements the *Education and Care Services National Law and Regulations 2011*.
- Undertake all responsibilities associated with being the Certified Supervisor in day-to-day charge when required, in accordance with the Regulations and the Act.
- Be aware of, and assist with, implementing the service's policies and procedures.
- Be aware of, and assist with, implementing both the National and Victorian Early Years Learning Frameworks.
- Have a good understanding of the National Quality Standards (NQS), the service Self Assessment and Quality Improvement Planning (QIP) process.
- Assist with the preparation, general cleanliness and safety of the service and the packing away of equipment and materials as directed by the teacher.
- Other duties as directed.

Specific responsibilities

Children

- Assist with the program and daily routines, as directed by the teacher.
- Contribute to the planning cycle, by documenting spontaneous learning experiences and modifications.
- Assist the teacher in the provision of a healthy, safe and welcoming environment for the children and families attending the service.
- Assist in working with individual and small groups of children.
- Attend to the physical, social and emotional needs of the children as required.
- Ensure that any child or group of children in the Co-Educator's care are adequately supervised, and that every reasonable precaution is taken to protect them from any hazard.
- Inform the teacher, or BPA, if the requirements of the Regulations are not being met.
- Take written observations of children as required, under the teacher's direction.
- Assist with the preparation and cleaning-up of activities under the supervision of the teacher.

Parents

- Assist in developing good relationships and effective communication with families.
- Encourage and assist parents to consult with the teacher on issues of children's development and program.
- Maintain confidentiality on all issues relating to children and families and comply with the service's privacy policy.

Staff

- Work as a member of a co-operative and professional team.
- Attend meetings as directed by the teacher and/or BPA.
- Be actively involved as part of a collaborative team in assessing the service against the NQS to identify which practices can, or should, be improved upon and included in the service QIP.
- Participate in annual staff review/performance development review process.
- Propose relevant professional development and training programs, and participate in professional development activities, as approved or requested by BPA.
- Ensure correct safety procedures are followed at all times, including when lifting heavy objects.

BPA

- Work in a co-operative manner with BPA, ensuring open communication on issues pertaining to the service.
- Act professionally towards resolution of any conflict that may arise.
- Attend meetings outside normal working hours as requested by BPA, with appropriate notice and remuneration in accordance with the VECTAA.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to BPA. Daily duties will be directed by the teacher.

ESSENTIAL SKILLS AND COMPETENCIES

Specialist skills and knowledge

- Experience in working with young children.
- Ability to plan and manage time effectively with limited direction.

Interpersonal skills

- Ability to communicate effectively with children, parents, staff, BPA and other professionals.
- Work in a co-operative, flexible and professional manner with children, parents, staff, other professionals and BPA.
- Well developed communication and self motivation skills.
- Ability to ensure confidentiality of information.

Essential requirements

- Hold a Certificate III of Early Childhood Education and Care (or equivalent as approved by ACECQA), or above.
- A current Working with Children assessment notice, which demonstrates suitability for employment in a children's service, when commencing employment and at the time of renewal of the licence of the service.
- Co-Educators are required to be registered, and undertake responsibilities as Certified Supervisors in day-to-day charge when required, in accordance with the relevant legislation and regulations as required. They must be fit-and-proper persons for registration under the *Education and Care Services National Law and Regulations 2011*.
- Hold and maintain a current first aid qualification including management of anaphylaxis and asthma, annual CPR and administration of EpiPen training in accordance with current legislation.