



Certificate III Educator – Position Description

Classification: Level 3.1 to 3.3

Reports to:

Diploma Staff, Room Leader, Service Director or nominated representative

Date: 9 January 2020

Details of Position:

The key areas of responsibility are identified below.

COMMUNICATION

The Certificate III Educator:

- Gives clear information during communication with others
- has professional relationships with families e.g. Develops rapport with families
- maintains accurate workplace records
- shares information and gives feedback (oral or written) to colleagues
- is involved with networks that relate to the work within the centre
- achieves set tasks and goals
- disseminates information to others in a timely manner e.g. passes on messages to others related to shift change over, workplace issues
- Assists to write documents to reflect audience needs e.g. jottings and observations that show children's growth.
- Develop awareness of and assist in maintenance of the health and safety of the children in care

TEAMWORK

The Certificate III Educator:

- Contributes effectively to the team by offering assistance and sharing ideas.
- participates as a team member in all aspects of the service
- demonstrate knowledge of individual team roles, tasks, and responsibilities
- attends all staff meetings and contributes constructively to the content
- participates in team planning, training and professional development.
- Giving each child individual attention and comfort as required
- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.

PROBLEM SOLVING

The Certificate III Educator:

- participates in the development of service policies
- participates in team problem-solving
- provides information about critical incidents to responsible persons e.g. emergency responses, evaluating near misses
- applies innovative strategies and solutions to problem solving whilst seeking advice from others



INITIATIVE AND ENTERPRISE

The Certificate III Educator:

- demonstrates initiative by adapting to situations as they arise
- provides ideas in relation to innovative work practices e.g. information gained through networking, conferences, professional reading
- identifies opportunities to promote the service
- contributes to ideas for the development of the continuous improvement of the organization through critical reflection.
- uses resources economically
- Works in accordance with food safety regulations.

PLANNING AND ORGANISING

The Certificate III Educator:

- demonstrates knowledge of contingency planning e.g. wet weather
- assists with the use of the physical environment
- follows direction in relation to tasks for self and others e.g. shifts, roster duties
- contributes to planning decisions related to the program

LEARNING

- identifies and accesses appropriate learning opportunities
- provides feedback to assist with evaluation of service provision e.g. programs, routines
- models a commitment to ongoing learning e.g. sharing and responding to new knowledge, undertaking professional development
- uses learning to help inform programs to meet the needs of children and families

SELF MANAGEMENT

The Certificate III Educator:

- reflects and evaluates own professional skills and knowledge and identifies learning needs
- articulates own professional vision and goals

TECHNOLOGY

The Certificate III Educator:

- uses technology to communicate and produce documents

POLICIES AND PROCEDURES

This position description must be read in conjunction with the documents that relate to the policies and procedures also applicable to this position. These will be made available upon employment.