



## **Certificate III Educator – Position Description**

---

**Classification:** Level 3.1 to 3.3

**Reports to:** Diploma Staff, Room Leader, Service Director or nominated representative

**Date:** 4 September 2016

### **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
- 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.