



Diploma Educator – Position Description

Classification: Level 3.4

Reports to: Room Leader, Service Director or nominated representative

Date: 4 September 2016

Details of Position:

The key areas of responsibility are identified below.

COMMUNICATION

The Diploma Educator:

- Gives clear information during communication with others
- has professional relationships with families e.g. Develops rapport with families, communicates with the family about their child
- maintains accurate workplace records
- communicates with a diverse range of people- children, families, colleagues, support workers
- shares information and gives feedback (oral or written) to colleagues and families
- establishes and uses networks e.g. within workplace, professional networks, student networks
- negotiates with others to achieve tasks and goals e.g. delegate daily routine tasks
- 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. brochures, displaying information for children, and written documentation about children for referral purposes/reports.

TEAMWORK

The Diploma Educator:

- Contributes effectively to the team by offering support, assistance and sharing ideas.
- Supports certificate III level staff with daily tasks within the centre.
- 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.

PROBLEM SOLVING

The Diploma Educator:

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

INITIATIVE AND ENTERPRISE

The Diploma 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
- sources cost-effective resources and uses resources economically
- uses the organisation's resources respectfully

PLANNING AND ORGANISING

The Diploma Educator:

- demonstrates knowledge of, and contributes to contingency planning e.g. wet weather
- assists to plan 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 and develop programs to meet the needs of children and families

SELF MANAGEMENT

The Diploma Educator:

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

TECHNOLOGY

The Diploma Educator:

- uses technology to communicate, manage records and produce documents
- supports others to develop appropriate technology skills e.g. digital cameras

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.