JOB DESCRIPTION

1. **EMPLOYMENT STATUS:** Permanent / Full Time

2. **POSITION TITLE:** Group Educator - Float

3. **SECTION:** Little Genesis Early Learning Centre

4. **MAIN PURPOSE OF THE JOB:**
   To provide high quality Christ-centred care and education for the children at Little Genesis Early Learning Centre

5. **DIRECTLY RESPONSIBLE TO:**
   - Director of Little Genesis
   - Group Leaders and Teachers

**DIRECTLY RESPONSIBLE FOR:**
- Assistants, Students and Volunteers

**CRITERIA**

- Display in every aspect of daily performance, true Christian virtue and witness.
- Provide a high quality Christ-centred education and care to all children.

**ADMINISTRATION**

- Assist in the development and evaluation of policies and procedures.
- Complete room records as required.
- Assist the group leader in the maintenance of the children’s records, observations and information in accordance with the Early Years Framework, Child Care Act and Child Care Regulations.
- Participate in the Quality Improvement Processes.
- Undertake an annual performance appraisal with the Director.

**STAFF**

- Complete tasks directed by the Group Leaders and Teachers.
- Maintain a positive working relationship with all staff.
- Participate in staff meetings and trainings and be prepared to participate in, conference and training courses, where appropriate.
- Develop a cooperative relationship with all staff members, to ensure a smoothly operating Centre, and a consistently caring, secure and active environment for all children at all times.

**CHILDREN**

- Actively and positively interact with each child in their activities during play and learning.
- Attend to all children’s health and safety needs as required.
Little Genesis Early Learning Centre

- Assist in providing a developmental challenging indoor and outdoor environment for all children.
- Support the children’s behaviour as outlined in the behaviour guidance policy.
- Develop a trusting relationship with all children.
- Treat each child with dignity and respect, taking into consideration any cultural, socioeconomic or other differences which may arise.
- Supervise all children throughout the day and maintain a safe and hygienic environment.

PARENTS

- Communicate to parents regarding their child’s daily routine.
- Develop and maintain excellent communication with all families.
- Support families in their role as parents.

PROGRAM

- Implement a daily afternoon program for the kindergarten children that attend the long day care program. Assist each child’s development based on their needs, interests and strengths.
- Create a friendly, secure and stimulating yet comfortable environment for the children.
- Provide the best possible quality care and stimulating learning in a safe, secure and warm environment for all children, meeting all the spiritual, emotional, social, cognitive and physical needs of the children.
- Provide Christian Education to the children.

OCCUPATIONAL HEALTH AND SAFETY AND WELFARE

The Group Leader is responsible for contributing to the maintenance of a safe and healthy work place. This includes the following;

- Complying with any direction or instruction aimed at protecting the Occupational Health, Safety and Welfare of staff;
- Cooperating and consulting with management and colleagues in the promotion of Occupational Health, Safety and Welfare matters;
- Use of safe operating procedures to maintain healthy and safe working conditions and to avoid adverse effects on the health and safety of other staff;
- Take responsibility for their own safety as well as that of other staff and visitors to areas of work; and
- Comply with equal opportunity, affirmative action and diversity initiatives and principles

SKILLS AND ABILITIES
• Demonstrated ability to communicate effectively with parents.
• Demonstrated ability to relate well to young children.
• Demonstrated ability to work well with other staff and to facilitate the development of teamwork.
• Demonstrated ability to implement the Early Years Framework, the national curriculum.
• An understanding of the principles associated with the development needs and programming for children between the ages of zero (0) and six (6).
• Demonstrated ability to implement Centre policy and procedure.

EDUCATION SKILLS AND KNOWLEDGE

• Completed or be enrolled and studying Diploma in Children Services or equivalent.
• Hold current Blue Card for child related employment issued by the Commission for Children and Young People.
• Hold current First Aid Certificate including CPR.