

Certificate Qualified Educator

HEP Level 2

POSITION NUMBER	
ORGANISATIONAL UNIT	Commercial Services
POSITION REPORTS TO	Coordinator Children's Services
OVERALL PURPOSE	The overall purpose of the Certificate II Qualified Educator is to assist in providing a developmentally appropriate program, under the supervision of the Children's Centre Coordinator and direction of the Educational Leader for children aged 3 months to 6 years attending the Children's Centre, that maximises opportunities for the children to develop to their fullest potential.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ Works closely with children and families ◆ Works closely with the Educational Leader and Diploma Qualified Educator
LOCATION/CAMPUS	The position is currently located at the Werribee Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The University's Children's Centres have been developed to meet the needs of students and staff of the University and the boarder community. The University currently directly manages two Children's Centres, located at Footscray Nicholson, and Werribee Campuses. The University's Children's Centres are managed by Commercial Services.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Assist with the supervision of children at all times and in accordance with the Centre's policies and procedures.
- ◆ Assist Diploma Qualified Educators in developing a program and preparing materials necessary for the delivery of children's curriculum, including health and safety aspects and the presentation of materials and equipment within the learning environment
- ◆ Communicate effectively with parents and guardians and share information regarding their child, educational programs at the Centre in accordance with the Centre's procedures
- ◆ Participate fully in, and support the functioning of, the staff team.
- ◆ Assist in maintaining individual and group records related to children's programs.
- ◆ Understand and comply with employer policy and practices in all aspects of work and conduct, including OHS and antidiscrimination responsibilities and complete relevant training and attend staff meetings

TYPICAL/MAJOR CHALLENGES

- ◆ Comply with quality assurance policies and procedures, and other relevant legislative requirements applicable to the University..
- ◆ Supervise children in accordance with the Centre's policies and procedures, under the close supervision of the Coordinator and Diploma Qualified Educators.
- ◆ Seek direction from a Diploma Qualified Educator, the Children's Centre Coordinator and Educational Leader when addressing major decisions regarding the children and parents need to be made, including issues of concern regarding the welfare of children, the need for appropriate referrals or intervention and the reporting of complaints or accidents.

LEVEL OF SUPERVISION

This position reports to and receives routine supervision from the Children's Centre Coordinator and Educational Leader and operates within the University policies, procedures, and guidelines.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ An understanding of role related University/College policy and procedures and how they interact with other relevant functions.
- ◆ An understanding of legislation relating to early childhood education

KEY SELECTION CRITERIA

Essential

1. Certificate III in Early Childhood Development and Care or equivalent.
2. Evidence of COVID-19 vaccination status and compliance with Victorian Government Mandatory Vaccination Directions
3. A current E (Employee) Working with Children Check.
4. Demonstrated understanding of appropriate behaviours when dealing with young people regardless of their background or diversity of need.
5. Knowledge and understanding of the Education and Care Services National Regulations (2011) National Quality Framework, Early Years Learning Framework and their application in a Children's Service.
6. Sound interpersonal communication skills and ability to engage and interact with children
7. Well-developed organisational skills and a flexible approach to service provision
8. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

Desirable

1. First Aid (Level one or two), Anaphylaxis management and Asthma Management would be desirable for this role..

Organisational Chart

