



JOB DESCRIPTION – DIPLOMA QUALIFIED CHILDCARE EDUCATOR (LDC)

Diploma Qualified or Equivalent Childcare Educator (LDC)

Qualifications/Experience:

Diploma in Childcare or equivalent (see regulations)

Responsible to: The Director

Accountability

Qualified staff are accountable to the Centre Management. Ultimately the Principal of South Coast Baptist College under the management of the College Board oversees all College staff. Please see attached hierarchy structure to gain a full understanding of accountability and responsibility.

Aims:

- To care for the immediate physical, social and emotional needs of the children in their care and liaise with parents to guarantee their experience in the centre is positive and rewarding.
- To be partners with the children in their educational experience
- To support the Director in ensuring that Centre processes meet government regulations as prescribed by the state government under the relevant legislation.
- To work as an effective team member.
- To reflect and improve on professional practice, and to be a part of the maintenance of quality as per the NCAC quality principals guidelines.

Key Responsibility Areas

- Work within the direction of the Director to ensure that all aspects of care are based on the centre's mandate for Christian child care.
- Work collaboratively in partnership with the centre's Leadership Team to guarantee the successful running of the 'rooms' ensuring an appropriate methodology of care is implemented in keeping with the College's philosophy of service by;
 - attending monthly team meetings (for each age area)
 - organising and attending fortnightly room meetings
 - developing programs
 - Contributing to the maintenance of written procedures
 - Undertaking continual personal research
 - Keeping up to date with the understanding and implementation of centre policies and procedures
 - Ensuring regular self evaluations for self and staff
- Attend training and professional development as required (often outside of normal working hours) and offering support to less qualified staff and trainees. Contribute to and attend functions in relation to staff team building as required (often outside of normal working hours)
- Complete administration functions as required and keep child records up to date.
- Support parents and children as they settle their children into the Centre
- Participate in parent information evenings.

- Ensure the good use and care of Centre resources and equipment
- Maintain a hygienic work space appropriate to the age of the children in care.
- Maintain and initiate regular communication with parents in regards to the care and development of their child.
- Communicate effectively within the team, and contribute as a positive team member.
- Follow Centre policy in regarding personal health and hygiene practice. And respond to illness, accidents and emergencies in accordance with Centre Policy and Government regulations.
- Other duties as specified by the Director.

Selection Criteria

Essential

- Diploma of Childcare - please give a statement of your personal philosophy in relation to the delivery of quality Christian childcare
- Willingness to work towards the College's goals for best practice in child care
- Strong written communication
- Highly developed interpersonal skills
- Ability to work with and lead a team
- Organized and reliable
- Available to undertake training or meetings outside of normal work hours

Desirable

- Experience in a child care environment
- Experience leading/mentoring other staff
- Ability to organize and effectively manage resources and equipment