

# Position Description



<b>Role</b>	<i>Educator</i>	<b>Location</b>	<i>Various TeamKids services</i>
<b>Reports to</b>	<i>Coordinator</i>	<b>Pay grade</b>	<i>In accordance with the Children's Services Award</i>
<b>Status</b>	<i>Casual</i>	<b>Hours</b>	<i>Casual – As required</i>

## Purpose:

The primary purpose of an Educator is to provide exceptional experiences for children before and after school, and during the school holidays. This will be achieved by working alongside a Team of skilled, passionate and engaged Educators to provide an environment that is fun, inclusive, and in which children are safe, supervised, supported and engaged.

## Why We Do:

We exist to create a genuine alternative for parents – bringing to life experiences that are fun, safe and as enjoyable as possible; a place where children don't *have* to go, they *want* to go. We provide the opportunity for all children to grow and become the best version of themselves, in turn creating positive lifelong memories.

## Who We Are:

We are a team of educators dedicated to providing memorable and meaningful experiences for children.

## What We Do:

We provide exceptional experiences for children before and after school, and during the school holidays.

## Our T.E.A.M. consists of:

**Teachers** who exude character, experience, passion and professionalism

**Engage** and Empower children to realise their full potential

**Activities** that excite, entertain, educate and inspire

**Memories** for children that continue long after their time with us

## The TeamKids core values of:



Fun



Service Excellence



Safety

... these drive everything we do

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### **Primary Responsibilities:**

- To accept the supervision and direction of the Coordinator of Children's programs and services.
- To accept the philosophy, values and policies of TeamKids.
- To work with all staff, volunteers and users of the TeamKids programs in order to maintain an effective and harmonious service.
- To adhere to all TeamKids policies and procedures including the TeamKids code of conduct

### **Secondary Responsibilities:**

- To assist in the implementation programs under the supervision of the coordinator
- To assist in planning and preparing the environment, including the setting up and cleaning away of materials for activities.
- To assist with the preparation of healthy foods for the children.
- To treat each child with dignity and respect, taking into consideration any cultural, socio-economic or other differences.
- To assist with ensuring the health and safety of all children, reporting all accidents and incidents to the coordinator
- To assist other staff to maintain the centre in a clean, attractive and safe condition.
- To adhere to centre policies and procedures, and/or school policies.
- To work in accordance with licensing requirements.
- To develop a good rapport with parents.
- To maintain and respect client's confidentiality at all times.
- To attend meetings as organized by TeamKids.
- Adhere to TeamKids Occupational Health and Safety Policy.

### **Education / Certification:**

- Currently studying or have completed a course approved by the governing body ACEQUA
- Current WWCC (Employee) or:
  - VIC** – VIT card                      **NSW** – NESA card                      **QLD** – Blue card or QCT Registration
- Level 2 First Aid
- CPR
- Anaphylaxis and asthma training

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## **Expected Employee Code of Conduct:**

To help clarify the type of behaviour, attitude and approach we expect from you, please see key examples below:

- Ensure children are effectively cared for, supervised and protected at all times through compliance with our policies, procedures and agreed practices.
- Notify us of any changes in personal circumstance that may impact your ability to work in the Children's Services industry or impact your ability to complete the above, e.g. Deferring from Educational studies, investigations into a breach of child safe standards etc.
- Conduct and present yourself in a professional, respectful, ethical and appropriate way at all times with all parties (children, colleagues, parents, external providers, school staff, general public).
- Engage only in relationships that are professional and appropriate with all parties listed above.
- Ensure confidentiality and sensitivity when dealing with information and situations, such as medical information, court orders, additional needs child profiles etc.
- Develop knowledge, skills, practices in line with current professional standards by attending information sessions, and professional development workshops.
- Support colleagues to be effective in achieving goals, objectives and targets.
- Be a suitable and fit person to undertake work with children by maintaining current relevant qualifications and checks as required by the Department of Education and Training.
- Behave in line with our values and philosophies and strive to provide a fun, safe and exceptional service at all times.
- Ensure you act in line with our Equality & Diversity Policy and do not involve yourself in any acts of discrimination, victimisation, bullying or harassment towards others.