

# YMCA of the Northern Territory

## Position Description



<b>Position Title:</b>	Assistant Educator
<b>Department:</b>	Children and Family Services
<b>Reports To:</b>	Coordinator
<b>Direct Reports:</b>	Nil

### 1. **Introduction**

The YMCAs of Australia are guided to achieve their Mission by the following Christian values:

- We value the whole person, consisting of a body, a mind and a spirit each of which is of equal importance.
- We value the dignity and intrinsic worth of all people regardless of age, gender, ethnicity, belief or other difference.
- We value diversity of people, communities and nations.
- We value equality of opportunity and justice for all people.
- We value healthy communities based on relationships between people which are characterised by love, understanding and mutual respect.
- We value acceptance of personal responsibility.

These core values translate into four key operation values that guide our work:

***Honesty – Respect – Caring – Responsibility***

### 2. **Position Summary**

This position has the responsibility to work in partnership with other Early Childhood Educators, children and families to ensure positive outcomes for children in the provision of early year's educational services. Assistant Educators are responsible for the direct supervision and care of children within the service, compliance with quality frameworks, adherence to safeguarding children standards and organisational policies and procedures.

### 3. **Duties & Responsibilities**

#### **General Responsibilities**

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures

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- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities
- Ensure compliance with all relevant WHS legislation and policies
- YMCA expects all personnel to commit to and support all child safety strategies of YMCA of the Northern Territory (YMCA). It is an expectation of personnel to understand and respond to and promote the safeguarding of children and young people and provide feedback on child safety at YMCA.
- YMCA expects all personnel to know and abide by child protection legislation. YMCA expects all personnel to act on concerns raised about or by children and young people by immediately reporting as per the Safeguarding Reporting Policy.
- Where there are children and young people present, personnel are required to provide supervision and actively involve children, young people and parents/carers in the ongoing development and implementation of Safeguarding Children and Young People Policies.

### **Key Responsibilities**

- Treat each child with dignity and respect, valuing their individual abilities, culture and family circumstances.
- Assist the group leader to develop, implement and evaluate a program of experiences suitable to the development of the individual child and the group.
- Assist as required in setting up and clearing away equipment within the physical environment.
- Assist the group leader with the recording of observations, and other documentation that may be required.
- Be responsible for the care and wellbeing of the children and the supervision of activities throughout the day.
- Assist in creating a warm, welcoming and stimulating learning environment.
- Ensure interactions are warm and positive
- Attend to the physical needs of each child.
- Develop a co-operative rapport with all families, encouraging their involvement in the program, and centre activities.
- Share positive information about the children with the parent/guardian and other information as instructed, after discussion with group leader.
- Encourage feedback from parents/carers on any aspect of their child's behavior or routine that may affect the child while at the Center.
- Attend relevant staff training, and keep up-to-date with current developments in early childhood field.

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- Be involved in the orientation of new staff members and the supervision of students and volunteers.
- Participate in staff appraisals and set relevant professional goals.

#### 4. **Working Relationships**

- Promote cultural diversity in the workplace, fostering collaborative and effective cross-cultural relationships with customers and co-workers
- Build strong working relationships and communicate with all YMCA staff (including direct Managers and Supervisors), YMCA customers and other external parties on a regular basis
- Attend staff meetings as required

#### 5. **Mandatory Conditions of Employment**

- Hold a valid Working with Children Check Card
- Complete YMCA Safeguarding Children and Young People training and refreshers
- Obtain a satisfactory Criminal History check

#### 6. **Selection Criteria**

##### **Mandatory**

- Have knowledge of the Early Years Learning Framework
- Must have, or be willing to work towards minimum Certificate III in Early Childhood Education and Care (or equivalent)
- Accredited anaphylaxis and asthma training
- Knowledge of the Early Years Learning Framework, National Quality Standards and Children's Services legislation.
- Excellent interpersonal, presentation and communication skills
- Ability to develop and foster effective, positive relationships with staff and families
- Understand and work under the guidelines of the YMCA Safeguarding Children policy
- Motivated to learn and improve practices

##### **Preferred:**

- Knowledge of YMCA operations values and mission
- Experience working in Children's Services
- Food handling certificate
- Current First Aid and CPR
- Current Anaphylaxis & Asthma Management Certificate

#### 7. **Position Acceptance:**

I have read and understood the duties and requirements of my position as described above. By signing this position description I agree to and acknowledge the expectations required of me.

Please note, this position description is a guide and does not limit the requirements or tasks of your role with YMCA of the Northern Territory.

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Employee's Name \_\_\_\_\_

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_