

Fair Foundations

Position Description

Position Title:	Early Childhood Educator
Department:	Children Services
Reporting to:	Head of Children Services
Location:	Head Office, 25 Barbara Street, Fairfield NSW 2165; and locations in the Fairfield LGA and Southwest Greater Western Sydney
Award/Classification:	Children's Services Award commencing Level 3
Salary:	\$28.12 per hour plus 12% superannuation and benefits
Benefits:	▪ Generous salary packaging, up to \$18.5K per annum ▪ 17.5% Leave Loading ▪ Two Gifted Days per annum, pro-rata ▪ Employee Assistance Program (free counseling and mental health support) ▪ Discounts and Perks ▪ Career Development & Training ▪ Discounted Childcare services - 40% discount on out-of-pocket fees
Employment type:	Part-time (30 hours per week – Monday to Friday)

About Fair Foundations

Born from the heart of the Fairfield community in 1973, Fair Foundations was founded by the people, for the people. Established by a group of volunteers who saw the urgent need to support migrants and refugees facing social isolation and disadvantage, we became a safe landing for our community, building trust through understanding and care. Today, we continue this work across Greater Western Sydney as a place-based organisation driving equity and community-led change, delivering programs that bridge language and cultural barriers, enable social inclusion, and empower the community to create solutions together.

Guided by our love for humanity and social justice, we work to disrupt the cycle of disadvantage and help people find their place and forge a fair future.

Our Purpose: We help people find their place and forge a fair future.

Our Mission: Creating strong communities and fulfilling lives by disrupting the cycle of disadvantage in Fairfield and Greater Western Sydney.

Our Vision: Empowered, inclusive, resilient, multicultural communities.

Our Values:

- **Grit:** We stay dedicated to supporting our communities in achieving their goals and aspirations.
- **Love:** Love for humanity is at the heart of everything we do, treating every person with kindness, empathy, and respect.
- **Excellence:** We are continuously improving to achieve outstanding outcomes and impact for our communities.
- **Equity:** We ensure that every person has the support and resources they need to build a fulfilling life.
- **Integrity:** In everything we do, we are accountable, we are honest, we are responsible.

Primary Purpose of the Position

Reporting to the Head of Children's Services (HCS), the Early Childhood Educator is responsible for facilitating the effective and efficient operations of Fair Foundations children's services and for ensuring that centres are child-friendly, safe, healthy and stimulating learning environments where children's autonomy, initiative, self-worth, and dignity are upheld and valued.

They will participate in the planning and implementation of programs that meet the developmental, cultural, and individual needs of children.

Main Duties and Responsibilities

Children's Development

- Provide safe, healthy and stimulating environments for children's learning, development and care that are consistent with the NQF and enhance children's autonomy, initiative, self-worth, and dignity.
- Ensure that services, programs and daily routines are of the highest standard, with the flexibility to meet the needs of families in the Fairfield LGA; services and programs that also integrate children with additional needs and/or from culturally diverse backgrounds.
- Assist with planning, implementing and evaluating daily activity programs, including programs that assist children with daily routines and developing basic skills.
- Interact with children as individuals and as a group, always modelling appropriate behaviour in these interactions, which will always incorporate a social justice approach.
- Share responsibility for the safety and hygiene of children, their families, staff and students within the centre, ensuring appropriate cleaning and food handling practices and that the consumption of food and snacks is supervised.
- Assist in providing and maintaining information for children's developmental records.
- Actively supervise and engage with children indoors and outdoors.
- Assist children with daily routines such as toileting, dressing, eating, and sleeping.
- Involve children in the continual development and evaluation of Fair Foundations programs and ensure that the variety of activities cater for the varying developmental needs of children.
- Set up, clean, and put equipment away.
- Perform basic first aid in emergencies.
- Fulfil duties associated with mandatory reporting guidelines in line with the Child Protection legislation and the service's policies.

Relationship with Families and the Community

- Convey information regarding the centre and its policies accurately to family members and the public.
- Respond to telephone and face-to-face enquiries from the public and always promote a positive image of Fair Foundations' children's services centres.
- Respond to concerns in a timely manner and escalate appropriately and responsibly.
- Be informed and aware of the process of responding and addressing concerns raised by a child's family.
- Acknowledge that families are a valuable resource and develop positive relationships with them based on mutual respect and open communication.
- Respect the confidentiality of information relating to parents, children, and colleagues.
- Attend the service's social / community events as required.

Teamwork and Cooperation

- Provide positive, appropriate role-modelling to other team members, students, and volunteers at all times.
- Assume responsibility for reading and understanding the services' philosophy, policies, and

procedures.

- Attend staff meetings and ensure a co-operative teamwork approach based on effective communication.
- Work with colleagues to maintain and continuously improve the standard of the services at Fair Foundations centres.
- Contribute to an atmosphere of trust, respect, and professionalism through practices of openness, tolerance and constructive conflict resolution.
- Participate in professional development opportunities as required and keep up to date with current industry trends. Knowledge gained is shared with colleagues.
- Contribute to the development of the Quality Improvement Plan.
- Accurately and promptly communicate all messages and report any issues to the HCS or executive team members.

Work Health and Safety (WHS)

- Take all reasonable and practical steps to ensure the safety, health and welfare of oneself and all staff and clients in accordance with applicable legislation and relevant Fair Foundations' policies, procedures and guidelines.
- Be familiar with each centre's evacuation procedures and participate in emergency and evacuation procedures and drills.
- Carry out routine internal and external cleaning and tidying tasks in order to maintain a high level of hygiene and safety indoors and outdoors.
- Intervene wherever unsafe work practices are observed and report issues to the HCS as soon as practicable.
- In the event of a workplace accident/injury to a staff member, report the incident to the HCS or an executive team member and provide a written account within 24 hours.
- In the event of a workplace accident/injury to a child or parent, report the incident to the HCS or an executive team member within two (2) hours and provide a written account before the end of the shift. In this instance the HCS will progress the matter as required.

Professional Responsibilities

- At all times, demonstrate a commitment and adherence to the organisation's Code of Conduct, Mission, and Vision, and model these behaviours within the culture of the team.
- Demonstrate a commitment to professional development.
- Always uphold the reputation of the organisation by modelling professionalism consistent with organisation's values and vision.
- Communicate clearly and always maintain professional boundaries with clients, staff, families, and community members.
- Act non-judgmentally, sensitively and with understanding towards others.
- Acknowledge and respect differences in personal beliefs and values.
- Undertake duties consistent with the position when required / or requested by the CEO / COO.

Other assignments / projects

- Assist in events, fundraisers, open days, as well as marketing of Fair Foundations' children's services.
- Take part in cross-functional projects as assigned.

Qualifications, Experience and Skills

Essential criteria

- Diploma in Early Childhood or related areas.
- Minimum of two years' experience in the Children's Services sector.
- A current Working with Children Check or willingness to acquire as soon as possible.
- A current NDIS Worker Screening Check or willingness to acquire as soon as possible.

- Current First Aid and CPR certificates.
- A current NSW Driver's license.
- Excellent written and verbal communications skills.
- Able to work autonomously in a fast-paced team environment, and as a team player.
- A high level of communication skills with the capacity to work with culturally and linguistically diverse communities.

Knowledge, skills and attributes:

- Sound knowledge of statutory regulations for Children's Services industry and ACECQA framework.
- Able to establish and maintain effective relationships with internal and external stakeholders.
- Demonstrates a commitment to Work Health and Safety Fair Foundations Cultural Diversity Principles.

Key Relationships

Works under the supervision of HCS and maintains appropriate, effective relationships with:

- Team members
- External stakeholders e.g. Allied Health, Community organisations, clients' families/advocates and support networks.
- Relevant internal stakeholders.

Extent of Authority

- Within the guidelines of the position description.
- Will have freedom to act within established guidelines and instructions from the HDS to contribute to attaining Fair Foundations goals.

Working Conditions

- Working conditions are as per employment contract.
- At Fair Foundations, the safety and wellbeing of every child is a shared responsibility we carry with care and purpose. We are committed to creating work environments where children and young people feel safe, respected, included and heard. This commitment is embedded across all areas of our organisation, from leadership and policies to the everyday interactions we have with children, young people, and their families. It applies to everyone involved in our work, including staff, volunteers, students, contractors, families and members of the wider community.
- All employees must adhere to and act in accordance with all Fair Foundations policies, procedures and guidelines including but not limited to the Fair Foundations:
 - Code of Conduct
 - Work Health and Safety
 - Sexual Harassment and Victimisation
 - Bullying
 - Child Protection
 - Privacy and Confidentiality
 - Professional Boundaries
 - Feedback and Complaints
 - Vehicle Policy
 - Cyber Security