

Learning Facilitator

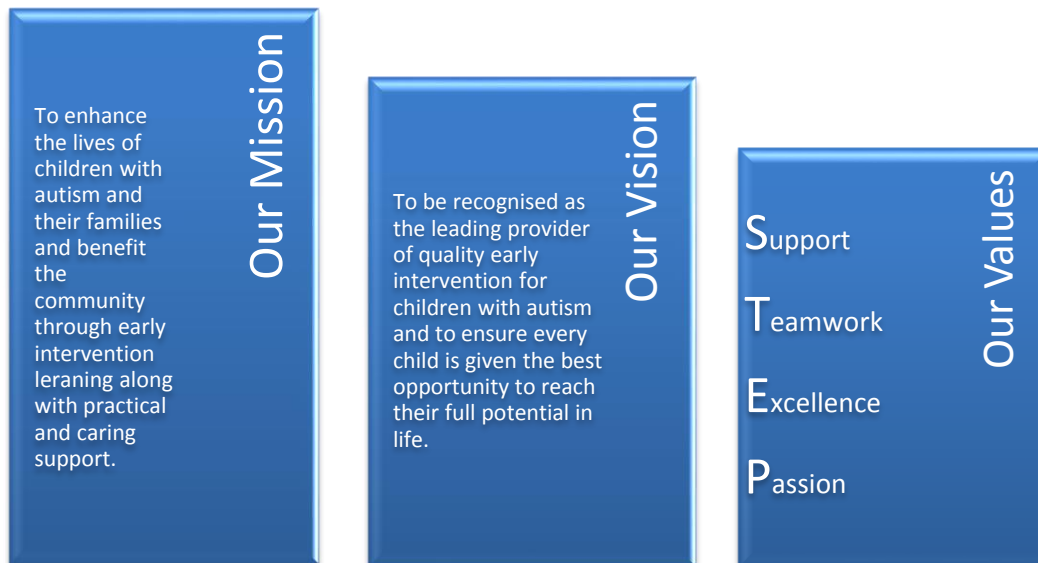
Location	AEIOU Sippy Downs		
Essential Qualification(s)	ACECQA approved early childhood or equivalent or study towards Cert 3 or Diploma (desirable)	Essential licence(s)	Ability to obtain Positive blue card Current first aid certificates
Classification	EBA	Probationary Period	6 months
Position resources	2x AEIOU Shirts	Annual Leave	5 weeks
Delegation of Duties:	Service Manager	Authorities in your absence:	Service Manager

AEIOU Foundation

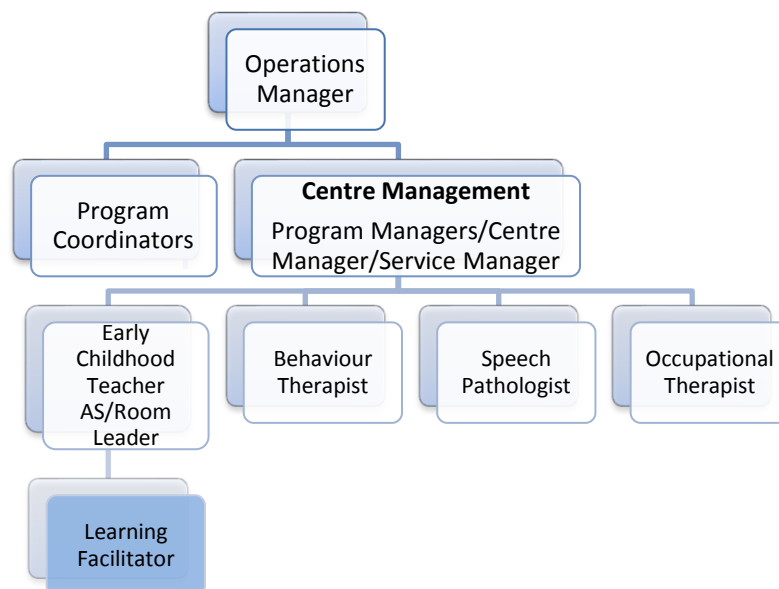
AEIOU Foundation's mainstream childcare centre in Sippy Downs support children from six week to six years of age.

Sippy Downs Early Learning Childcare is equipped to provide exceptional and affordable childcare in a safe, caring, fun and educational environment. Our curriculum meets the Early Years Learning Framework and all children are supported to learn new skills and get a head-start before going to school.

Our experienced team is comprised of professional early childcare facilitators and teachers and the structure of the centre also means our staff have access to training and support from allied health professionals such as behaviour therapists, speech pathologists and occupational therapists.



Reporting Relationships



Other key relationships include the wider AEIOU team, children, parents, families and carers.

Position Purpose

The role of Learning Facilitator is to assist with the implementation of high quality children’s programs under the guidance of teachers and allied professionals, responding to the individual strengths and interests of children and families

Position Responsibilities

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| <ul style="list-style-type: none"> • To work as a team member to provide a safe and stimulating environment for children’s learning, development and care • Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality • To work as part of a team to generate an environment that meets the individual needs of the individualised emotional, social, intellectual and physical needs of the children in the centre • Acknowledge families as a valuable resource and develop positive relationships with them based on mutual respect and open communication • To understand and respect parents and children with different cultural and ethnic backgrounds to ensure that diversity is valued by the centre • To contribute to arranging and maintaining the indoor/outdoor play areas in a visually stimulating, safe and hygienic condition • To be able and willing to work as an effective team member • To be able to complete administrative and auditing tasks | <ul style="list-style-type: none"> • To provide personal care (eg. toileting, nappy changing and feeding) for children in accordance with regulations To contribute to the classroom organisation including the production, organisation and maintenance of appropriate curricular and teaching materials • Maintain a professional approach to work, which reflects the centre’s philosophy, policies and procedures and ensures confidentiality in all aspects of the centre operations • Ensure that standards required by state regulations and national accreditation standards are adhered to • To carry out duties as per daily rosters and routines • To participate in meetings • To undertake appropriate professional development • To contribute to the review and continuous improvement activities of the organisation • To contribute to the running of the centres, housekeeping and WHS • To demonstrate efficiency and high work ethic • To be able and willing to work as an effective team member |
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Organisational Responsibilities

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| <ul style="list-style-type: none">• To comply with all AEIOU policies and procedures at all times• A commitment to meeting and exceeding child, family & carers' expectations• To adopt and embrace AEIOU's values• To recognise and acknowledge the constraints that affect AEIOU and assist in making necessary changes• To ensure the environment is kept in a safe and hygienic state at all times | <ul style="list-style-type: none">• To promote AEIOU to the local and wider communities• A commitment to work as an effective team member• To assist team members in understanding and responding to challenges, change and conflict• To ensure that all communication is completed in a professional and polite manner• To follow and practise correct fire and emergency evacuation procedures |
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Key Selection Criteria

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| <ul style="list-style-type: none">• Early childhood qualification must be on the ACECQA approval list http://www.acecqa.gov.au/Qualifications.aspx• A developing understanding of theories of early childhood development• An ability to document observations of children's behaviour and development• Working knowledge of legislation that regulates long day care services• Working knowledge of National Quality Standards and Disability Standards• Knowledge and understanding of the EYLF and Kindergarten guidelines• Willingness to learn• Willingness to continue developing skills and study | <ul style="list-style-type: none">• A developing understanding of the provision of safe, well planned indoor and outdoor learning environments• An ability to work as an effective team member and to support the teacher/room leader and/or allied health professionals• Well-developed interpersonal oral and written communication skills• Experience in working with children with autism or willingness to learn |
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