

POSITION DESCRIPTION

EARLY CHILDCARE EDUCATOR (Certificate III)

POSITION NUMBER	5020, 5058, 5079, 5103, 5104, 5110, 5174, 5007, 5158, 5208, 5041, 5068, 5166, 5172, 5186, 5092, 5076, 5168, 5178, 5180, 5238, 5250, 5251, 5252, 5253, 5045, 5088
DIRECTORATE	Community and Culture
SECTION	Children's Services
REPORTS TO	Centre Coordinator
DIRECT REPORTS	Nil
GRADE	5
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	January 2019
DATE LAST UPDATED	June 2019

1. PURPOSE OF THE POSITION

To provide a friendly, secure and stimulating learning environment for all children attending the Centre, and to assist in the planning and implementation of programmes which meet the developmental, cultural and special needs of children in care. To provide support to, and ensure regular communication with parents of children in care.

2. KEY ACCOUNTABILITIES

- 2.1 To contribute to the assessment of each child's learning and development as part of an ongoing cycle of planning, implementation and evaluation of the daily programme in consultation with other team members.
- 2.2 Contribute to decision making to ensure each child's learning and development outcomes in relation to their identity, connection with community, wellbeing and confidence as learners and effectiveness as communicators.
- 2.3 Assist every child's participation in the program.
- 2.4 Implement the programme and daily routine in a flexible manner compatible with the needs of children in care, and at the direction of the team/Coordinator.
- 2.5 Keep up to date with current issues.
- 2.6 Develop and implement the services philosophy which will underpin all decision making of the centre.
- 2.7 Assist in the provision and maintenance of information for children's developmental records.
- 2.8 Assist in planning, preparing material and setting up the play environment.
- 2.9 Interact and become involved with children and ensure their individual needs are met at all times.
- 2.10 Be actively involved with children as individuals and a group, assisting them to cope with daily routines and to develop their basic skills.

- 2.11 Implement plans for developing responsible behaviour and ensure all interactions between staff and children incorporate a social justice approach.
- 2.12 Share responsibility for the safety and hygiene of children, staff and students within the Centre's environment including ensuring appropriate cleaning and food handling practices.
- 2.13 Provide role-modelling and on-the-job training to other team members, and to students as required.
- 2.14 Be an active member of the teaching team, including attendance and contributions at staff meetings. Georges River Council cooperative teamwork approach and promoting good communication between staff members.
- 2.15 Implement and promote inclusive policies and practices.
- 2.16 Co-operate and work collaboratively with families, ensuring regular communication regarding the care and specific needs of their children, and ensuring that families feel comfortable and motivated to become involved in the Centre.
- 2.17 Attend centre functions as required.
- 2.18 Convey information regarding the Centre and its policies accurately to families' and members of the public.
- 2.19 Respond to telephone and face-to-face enquiries from the general public, providing accurate information and appropriate referrals in a friendly and courteous manner, and promoting a positive image of the Centre at all times.
- 2.20 Be aware of licensing and other legislative requirements to ensure the Coordinator is advised of all operational matters relevant to these requirements (including NSW Children's Services Regulations, QIAS requirements, WHS Act and Regulation, Privacy Act, Child Protection legislation, Record Keeping and Food Safety legislation).
- 2.21 Ensure the implementation of professional standards of care and compliance with the Code of Conduct and the policies and procedures of the centre by other staff through role modelling and on-the-job training.
- 2.22 Plan and implement incursions and excursions that are relevant extensions of the centres program. Including developing the accompanying risk assessment.
- 2.23 Adhere to guidelines, policies and regulatory requirements of Council, State and Federal Governments.
- 2.24 Assist in the development, implementation and evaluation of relevant policies and procedures which relate to the Centre Philosophy and goals.
- 2.25 Share responsibility for the safety and hygiene of children, staff, students and volunteers within the Centre's environment including ensuring appropriate cleaning and food handling practices.

2 WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

3 MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

4 EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and



professionalism without regard to non-relevant criteria or distinctions.

5 COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

6 CUSTOMERS

6.24 Provide effective service to Council customers and the community

6.25 Provide effective service to internal customers

6.26 Present a positive image of council

7 LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

8 SELECTION CRITERIA

Qualifications, Certificates & Licences

9.1 Certificate III in Children's Services.

9.2 Current First Aid Certificate, Anaphylaxis and Asthma Management Certificates.

9.3 Approved current Working with Children Check (must be issued after 2013).

9.4 NSW Department of Education and Communities approved Child Protection Training Certificate.

Essential

9.5 Previous experience working as a Childcare Assistant preferably with children 0-5 years of age in a Childcare Centre.

9.6 Sound oral and written communication skills and ability to relate well to children, families, staff, volunteers and the community.

9.7 Ability to work as a member of a team, and to provide role-modelling as appropriate.

9.9 Demonstrated ability or willingness to work as a member of a multi-disciplinary team.

Desirable

9.8 Food Handling and Preparation Training or Certification.

9.10 Demonstrated ability or willingness to prioritise and meet study and work commitments and/or deadlines.

9.11 Ability to speak a relevant community language e.g. Arabic, Cantonese, Mandarin, Greek.

9.13 Demonstrated ability and willingness to work with stakeholders from diverse cultural backgrounds and children and families with special needs.

9.14 Broad knowledge of child development.

9.15 Demonstrated experience in assisting in the planning, implementation and evaluation of Centre programmes.



EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

PP2 - Comprehensive pre-employment medical assessment including audio

