



## Early Childhood Educator – Certificate III Trainee

### POSITION PROFILE

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<b>Division</b>	Shire Services	<b>Status</b>	
<b>Unit</b>	Children's Services	<b>Salary Grade</b>	
<b>Reports to</b>	Director, Early Education Centre	<b>Date Reviewed</b>	03/07/2017

### STRATEGIC INTENT

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To provide support in the development and implementation of services for children aged birth to school age.

To provide education and care to children.

To fulfil regulatory requirements in relation to staff to child ratios.

This position lies within the establishment of staffing to provide backfill for the following purposes:

- Relief from face-to-face in order to undertake programming activities
- Staff attendance at professional learning activities
- To enable the centre director to conduct regular coaching/ mentoring sessions with all staff
- To enable staff to engage in action research / project groups such as staff network forum, Leadership forum, Sustainability (SEED) group, Cultural connections forum, Supervisor think tanks, Curriculum research forum

### POSITION PURPOSE

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#### **Educational Program and Practice**

A quality early learning program is implemented for individuals and groups to extend all children's education whilst in attendance.

Teaching practices at the centre reflect contemporary research and best practice.

#### **Children's Health and Safety**

To ensure the wellbeing and safety of all children within the centre, ensuring children are protected and their rights are upheld at all times.

#### **Physical Environment**

Ensuring that the physical environment provided to children is safe and secure, whilst providing a stimulating play based environment to promote and encourage learning and development.

#### **Staffing Arrangements**

To communicate effectively and ethically with members of the team and share knowledge to ensure contemporary research based practices are occurring that meet legislative requirements.

#### **Relationships with Children**

To ensure that all children are provided with a warm, welcoming and nurturing environment and supported in their relationships with educators, themselves and other children.

### **Collaborative partnerships with families and communities**

To liaise with communities and families to advocate for and promote early education and care ensuring a collaborative approach to educating children.

### **Leadership and Service Management**

To participate in critical reflective practices with the centre and assist in the development of a Quality Improvement Plan.

## **POSITION OUTCOMES AND ACCOUNTABILITIES**

<b>OUTCOME TO BE DELIVERED</b>	<b>PERFORMANCE STANDARD</b>
<b>Work in accordance with regulatory requirements</b>	
<ul style="list-style-type: none"><li>To work in accordance with the requirements of the <i>Children (Education and Care Services National Law Application) Bill 2012, Education and Care Services National Regulations</i> and the <i>National Quality Standard for Early Education and Care</i>.</li></ul>	<ul style="list-style-type: none"><li>The requirements under <i>Children (Education and Care Services National Law Application) Bill 2012, Education and Care Services National Regulations</i> and the <i>National Quality Standard for Early Education and Care</i> are maintained at all times.</li></ul>
<ul style="list-style-type: none"><li>Working in accordance with the <i>Code of Ethics of the Early Childhood Australia</i>.</li></ul>	<ul style="list-style-type: none"><li>Knowledge of the <i>Code of Ethics of the Early Childhood Australia</i> is evident and is followed in everyday practice.</li></ul>
<ul style="list-style-type: none"><li>Uphold the service's philosophy in undertaking all other duties.</li></ul>	<ul style="list-style-type: none"><li>Philosophy of the centre is upheld and taken into consideration regularly.</li></ul>
<ul style="list-style-type: none"><li>Working in accordance with the policies and associated procedures of Sutherland Shire Council</li></ul>	<ul style="list-style-type: none"><li>All policies and associated procedures are followed in daily practice.</li></ul>
<ul style="list-style-type: none"><li>Facilitate the implementation of contemporary, research based practices at the service.</li></ul>	<ul style="list-style-type: none"><li>Practices at the centre are based on contemporary research and this is communicated to all educators.</li></ul>
<ul style="list-style-type: none"><li>Provide ongoing assistance to other staff in all areas of service operation.</li></ul>	<ul style="list-style-type: none"><li>All educators at the services are supported in their roles.</li></ul>
<b>Educational Program and Practice</b>	
<ul style="list-style-type: none"><li>Assist educators to plan, implement and evaluate a play based developmentally appropriate program which recognises social and cultural diversity and reflects the emerging skills, interests and developmental requirements of children.</li></ul>	<ul style="list-style-type: none"><li>Comprehensive developmental records are contributed to for each child and records give evidence of progress in children's learning.</li><li>Program provided reflects social and cultural diversity.</li><li>Evidence that the program provided is reflected on in relation to social and cultural diversity.</li></ul>
<ul style="list-style-type: none"><li>Foster children's learning through modelling and positive interactions which are responsive to children's interests, strengths and abilities.</li></ul>	<ul style="list-style-type: none"><li>Interactions with children are consistent and positive, the environment is developmentally appropriate for all children.</li></ul>

<ul style="list-style-type: none"> <li>Assist in implementing behaviour guidance programs for children when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>A positive collaborative approach in relation to behaviour guidance is utilised.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that daily care routines, are used for opportunities for learning and are developed, implemented, maintained and followed.</li> </ul>	<ul style="list-style-type: none"> <li>Procedures are in place to ensure that the daily care routines of all children are followed, evidence that these procedures are completed consistently.</li> </ul>
<b>Children's Health and Safety</b>	
<ul style="list-style-type: none"> <li>Ensure each child's health needs are supported</li> </ul>	<ul style="list-style-type: none"> <li>All children's health requirements (i.e. medication, sleep, allergies) are supported and maintained.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that children are safe and adequately supervised at all times</li> </ul>	<ul style="list-style-type: none"> <li>Supervision policy and plan are implemented and followed at all times.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure a potential supervision risk is reported to other educators or Director</li> </ul>	<ul style="list-style-type: none"> <li>Any risks to supervision are identified and communicated. Modifications are made to practices as required.</li> </ul>
<ul style="list-style-type: none"> <li>Take responsibility for the protection rights of children attending the centre.</li> </ul>	<ul style="list-style-type: none"> <li>Children's safety and security are upheld and maintained at all times.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure a high standard of hygiene is maintained in compliance with policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Associated hygiene policies and procedures are maintained.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that accurate and detailed records of injury /accident /trauma and medication forms are kept.</li> </ul>	<ul style="list-style-type: none"> <li>Records are completed within required timeframes and kept in secure location and that confidentiality is maintained.</li> </ul>
<ul style="list-style-type: none"> <li>Support children's individual wellbeing and comfort in sleep, rest and relaxation.</li> </ul>	<ul style="list-style-type: none"> <li>Effective rest and relaxation times to meet all children's needs are implemented.</li> </ul>
<ul style="list-style-type: none"> <li>Assist to ensure the service's child protection policy is implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Role of a mandatory reporter is followed at all times. Policy is followed at all times.</li> </ul>
<b>Physical Environment</b>	
<ul style="list-style-type: none"> <li>Ensure the service is ready for operation at the beginning of each day when rostered on a corresponding shift.</li> </ul>	<ul style="list-style-type: none"> <li>When on early shift, ensure that all activities and environments are set up prior to the centre opening.</li> <li>When on late shift ensure that the environment is left clean and tidy.</li> </ul>
<ul style="list-style-type: none"> <li>Maintain respect for the learning environments both indoors and outdoors, as this is viewed as the 'third teacher'</li> </ul>	<ul style="list-style-type: none"> <li>Learning environments are maintained, faulty equipment is disposed of.</li> </ul>
<ul style="list-style-type: none"> <li>Maintain supplies and equipment levels for the room.</li> </ul>	<ul style="list-style-type: none"> <li>Adequate materials and equipment is available, any requirements are communicated to the director.</li> </ul>
<ul style="list-style-type: none"> <li>Maintain a clean and safe work environment.</li> </ul>	<ul style="list-style-type: none"> <li>Environment is clean and safe.</li> <li>WHS requirements are followed in the environment.</li> </ul>
<ul style="list-style-type: none"> <li>Conduct daily workplace inspections and participate in risk assessments as per policy requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Daily WHS checks are completed.</li> <li>Any required risk assessments are completed.</li> </ul>

<ul style="list-style-type: none"> <li>Assist the service to ensure environmental sustainability practices are embedded in all areas of the program.</li> </ul>	<ul style="list-style-type: none"> <li>Services sustainability practices are implemented and embedded across the program.</li> </ul>
<ul style="list-style-type: none"> <li>Assume an equal share of cleaning and maintenance responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake an equal share of cleaning duties throughout the day.</li> </ul>
<b>Staffing Arrangements</b>	
<ul style="list-style-type: none"> <li>Maintain educator-to-child ratios through following directions</li> </ul>	<ul style="list-style-type: none"> <li>Educators maintain ratios to the best of their controlled ability.</li> </ul>
<ul style="list-style-type: none"> <li>Participate in a team approach and work with staff to achieve centre's aims and goals.</li> </ul>	<ul style="list-style-type: none"> <li>Individual appraisals /goals, compliment centres goals and directions.</li> <li>Work collaboratively with other team members.</li> </ul>
<ul style="list-style-type: none"> <li>Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness.</li> </ul>	<ul style="list-style-type: none"> <li>All communication is ethical and based on respect and fairness.</li> </ul>
<ul style="list-style-type: none"> <li>Participate in ongoing professional development and training programs.</li> </ul>	<ul style="list-style-type: none"> <li>Training courses are actively sought out and attended to ensure knowledge is kept up to date.</li> </ul>
<ul style="list-style-type: none"> <li>Attend staff and other meetings as required and contribute to these meetings through shared observation of children and sharing new ideas.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance is documented.</li> <li>Meetings and conversations are participated in as evident in the meeting minutes.</li> </ul>
<b>Relationships with Children</b>	
<ul style="list-style-type: none"> <li>Ensure that each child has a sense of belonging, being and becoming within the service.</li> </ul>	<ul style="list-style-type: none"> <li>Interactions with children are warm and responsive at all times.</li> </ul>
<ul style="list-style-type: none"> <li>Maintain respectful, equitable and genuine relationships with all children.</li> </ul>	<ul style="list-style-type: none"> <li>All children are treated equitably and fairly.</li> </ul>
<ul style="list-style-type: none"> <li>View and respect children as competent, capable beings and engage in meaningful interactions through shared decision making with them.</li> </ul>	<ul style="list-style-type: none"> <li>Children are engaged in the decision making process.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure each child's dignity and the rights of the child are maintained at all times.</li> </ul>	<ul style="list-style-type: none"> <li>There is knowledge on the rights of the child.</li> <li>Children's dignity is upheld at all times e.g. through nappy change, rest and toileting times.</li> </ul>
<ul style="list-style-type: none"> <li>Each child is supported to manage their own behaviour and this is encouraged with behaviour guidance strategies.</li> </ul>	<ul style="list-style-type: none"> <li>The positive behaviour guidance policy is implemented and followed, any concerns regarding behaviour are communicated with the director and families and appropriate documentation is recorded to assist with behaviour strategies.</li> </ul>
<ul style="list-style-type: none"> <li>Provide physical care, assisting children in toileting, dressing and meal times – ensuring that these opportunities are</li> </ul>	<ul style="list-style-type: none"> <li>Interactions with children during routine times are treated as teachable moments with genuine interactions occurring.</li> </ul>

viewed as teachable moments.	
<b>Collaborative Partnerships with Families and Communities</b>	
<ul style="list-style-type: none"> <li>• Liaise with and support families; respecting child rearing practices and beliefs.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal and information communication is conducted with families regarding their child/ children's progress and requirements in a respectful and reciprocal manner, respecting the family's beliefs.</li> </ul>
<ul style="list-style-type: none"> <li>• With guidance from the Director, engage positively in the orientation, enrolment and transition processes for families and children.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance and participation in orientation nights, support given to families during orientation/play visits and transition program followed for children.</li> </ul>
<ul style="list-style-type: none"> <li>• Liaise with other professionals within Children's Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong professional ties with other staff and any support workers involved with children are kept.</li> <li>• Attend in-service training.</li> </ul>
<b>Leadership and Service Management</b>	
<ul style="list-style-type: none"> <li>• Assist with administrative duties as requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative duties are completed in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the director and /or management is informed of any problems arising which may affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the centre.</li> </ul>	<ul style="list-style-type: none"> <li>• Any issues are communicated with the director and /or the management team as they occur.</li> </ul>
<ul style="list-style-type: none"> <li>• Advocate for children and their families.</li> </ul>	<ul style="list-style-type: none"> <li>• Information given to families and discussions held reflect the needs of the child and their family foremost. Confidentiality is upheld at all times. The importance of early education is communicated to families and the local community when necessary.</li> </ul>
<ul style="list-style-type: none"> <li>• Be involved in the development of the services Quality Improvement Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in reflective discussions to develop a comprehensive Quality Improvement Plan.</li> </ul>
<ul style="list-style-type: none"> <li>• Keep up to date with current developments and research best practice in the early education and care sector and actively share information regarding this to the team.</li> </ul>	<ul style="list-style-type: none"> <li>• New research and best practice is communicated throughout staff meetings and/or communication books with other educators.</li> </ul>
<b>Work Health and Safety</b>	
<b>Specific criteria to satisfy Corporate WHS</b>	<b>Unit Specific Performance Measures</b>

responsibility	
<ul style="list-style-type: none"> <li>Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.</li> </ul>	<ul style="list-style-type: none"> <li>Implements policy and procedure in daily practice.</li> <li>Complies with direct and expected instructions.</li> </ul>
<ul style="list-style-type: none"> <li>Take reasonable care of their own and other persons health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>Work within policy and procedure.</li> <li>Identify and report hazards.</li> <li>Implements the Hierarchy of Controls to control identified hazards.</li> <li>Complies with requirements of the unit and site based risk assessments.</li> </ul>
<ul style="list-style-type: none"> <li>Report work-related incidents, injuries and illness, hazards and, any unsafe behaviours or conditions.</li> </ul>	<ul style="list-style-type: none"> <li>Accident reports are completed within required time frames and referred to supervisor.</li> </ul>
<ul style="list-style-type: none"> <li>Access, use and maintain personal protective equipment (PPE), as required.</li> </ul>	<ul style="list-style-type: none"> <li>Utilise provided PPE in daily practice.</li> <li>Informs supervisor of need for replacement PPE or additional PPE needs.</li> </ul>
<ul style="list-style-type: none"> <li>Use and maintain the proper tools, equipment, chemicals and safe systems of work for the job.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures checklists are completed including visual inspection of tools, equipment, chemicals and safe systems of work.</li> </ul>
<ul style="list-style-type: none"> <li>Maintain good housekeeping standards to keep work areas clean and tidy.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures that site areas are regularly maintained and cleaned to ensure highest possible levels of safety.</li> </ul>
<ul style="list-style-type: none"> <li>Follow instructions communicated by mandatory, prohibition, hazard, RMS traffic control, fire, and emergency signage.</li> </ul>	<ul style="list-style-type: none"> <li>Complies with all aspects of relevant signage.</li> </ul>
<ul style="list-style-type: none"> <li>Follow requirements of safety data sheets (SDS) for chemicals.</li> </ul>	<ul style="list-style-type: none"> <li>Accesses and utilises information provided in SDS when necessary.</li> </ul>
<ul style="list-style-type: none"> <li>Be security conscious, regarding property, records and personal belongings.</li> </ul>	<ul style="list-style-type: none"> <li>Maintains responsibility for SSC issued security items including keys, codes and passwords.</li> <li>Ensures personal belongings are safely stored on site.</li> <li>Ensures correct procedures for securing premises are followed at all times.</li> <li>Ensures records are safely stored and comply with confidentiality requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Not intentionally or recklessly interfere with, or minimise anything provided in the interest of worker health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures safety standards are maintained to the highest possible standards.</li> </ul>
<ul style="list-style-type: none"> <li>Participate in agreed work health and safety consultative and communication process.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in team meetings.</li> <li>Brings WHS matters to the attention of the supervisor.</li> <li>Participate in policy and documentation review process.</li> </ul>

<ul style="list-style-type: none"> <li>Attend or participate in work health and safety training, inclusive of induction as required.</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in the induction process.</li> <li>Maintains up to date WHS training records.</li> </ul>
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## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> <li>A Working with Children Check Clearance must be obtained prior to offer of employment in accordance with regulations. For more information on obtaining this clearance visit <a href="http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check">www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check</a></li> <li>Ability to engage in a NSW Traineeship program (Government funded).</li> <li>Ability to enrol in the Certificate III in Early Childhood Education and Care qualification .</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Prior experience with children, preferably Birth to 5 age group</li> <li>Current First Aid</li> </ul>
Experience or skills	Essential	<ul style="list-style-type: none"> <li>Effective communication skills.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Knowledge of the National Quality Framework (NQF), National Quality Standard (NQS) and Early Years Learning Framework (Belonging, Being, Becoming)</li> <li>Basic computer skills.</li> <li>Proven self – study management skills</li> <li>Proven skills in regards to initiative and dependability.</li> </ul>

## CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> <li><b>Decision making:</b> achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</li> <li><b>Goals oriented:</b> works to achieve self-set goals, taking on tasks in order to achieve them</li> <li><b>Critical thinking:</b> critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</li> <li><b>Communication skills:</b> able to articulate matters in simple terms.</li> <li><b>People skills:</b> able to approach and attempt to resolve disputes in a constructive way</li> <li><b>Team focussed:</b> willing to be mentored, and to contribute skills and knowledge via formal and informal collaboration with colleagues</li> </ul>
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## OUR VALUES

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ <b>Collaborative</b> - be open and welcoming, genuinely connect to others, include others, work together as one.</li> <li>▪ <b>Active</b> - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day.</li> <li>▪ <b>Respectful</b> – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others.</li> <li>▪ <b>Evolving</b> – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.</li> </ul>
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## CORPORATE OBLIGATIONS

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<b>Employees</b>	No direct reports. Unit structure attached.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position.
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Management</b>	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it.
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council’s Workplace Behaviour Guidelines.
<b>Records Management</b>	Comply with Council’s Records and Information Management Policy including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction.
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and participating in changes where appropriate.
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery.
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement.

## SPECIFIC CONDITIONS OF EMPLOYMENT

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Please note: This is a child-related position under the Definition of Council's Child Protection Policy. As such the following items apply

- A current Working With Children Check Clearance must be provided prior to offer of employment (for over 18 year olds).
- Mandatory training in relation to child protection must be undertaken. This is completed within the study program while undertaking the Certificate III in Early Education and care qualification.
- Compulsory Training must be undertaken if Child Protection Legislation changes occur.

Note: You are employed by Sutherland Shire Council, not one particular Centre. Council reserves the right to transfer you between Centres as the operational need arises.