

# Position description

## Child Care Assistant

### Summary information

Section	Kids' Early Learning	Directorate	City Living
Position grade	Grade 3	Position type	Permanent, full-time, part-time, casual and term contract x 8
Skill descriptor	Band 1 Level 3		
Reports to	Director Child Care	Direct reports	Nil
Approval limit	\$0	Release limit	\$0
Created/reviewed	August 2022	BCC numbers	833, 834, 836, 841, 844, 845, 861, 863, 864, 896, 897, 899, 905, 907, 909, 910, 911, 912, 917, 918, 923, 927, 928, 931, 935, 936, 938, 939, 940, 945, 946, 947, 951, 952, 957, 958, 962, 965, 968, 971, 973, 974, 975, 976, 980, 983, 985, 987, 988, 991, 994, 997, 999, 1000, 1008, 1009, 1011A (22 hrs), 1011B (16 hrs), 1014, 1018, 1019, 1022, 1023, 1024, 1030, 1032, 1034, 1036, 1037, 1040, 1041, 1043, 1047, 1050, 1052, 1055, 1057, 1059

### Our Values

#### TEAMWORK



#### CUSTOMER FOCUSED



#### INNOVATION



#### COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

#### Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

## 1 Position purpose

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- This role is responsible for assisting qualified staff to provide an appropriate and stimulating program of care and education, and to ensure the safety and well-being of the children
- Act in accordance with the Education and Care Services National Law 2010 and Education and Care Service (ECS) National Regulations 2018
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

## 2 Qualifications and experience

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### Essential

- Experience in the Early Childhood field
- Certificate III in Early Childhood Education and Care or equivalent as recognised by the Australian Children's Education and Care Quality Authority (ACECQA)
- Completion of Child Protection Course - Identify and respond to children and young people at risk of harm
- Current certificate HLTAID011 Provide First Aid
- Current certificate HLTAID009 Provide cardiopulmonary resuscitation (CPR)
- Current certificate HLTAID012 Provide First Aid in an education and care setting or Anaphylaxis and Asthma Management Training certificate that meets requirements of the Education and Care Services National Law 2010 and Education and Care Services National Regulation 2018
- Working with Children Check clearance valid for paid work.

### Desirable

- Current class C driver's licence
- Knowledge of applicable legislation/regulations.

## 3 Authority

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The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

## 4 Key accountabilities

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### Position specific

- Supervise groups of children and participate in the planned programme of developmental activities by following written and verbal guidelines, so that the children in care achieve the goals set for them, in accordance with Early Years Learning Framework (EYLF)
- Contribute to the development of a programme of developmentally appropriate activities, by providing ideas and developing resources that will meet the needs of the children
- Maintain the care and comfort of the children, being aware of their needs, and ensuring their comfort and security while in the care of the centre

- Liaise with parents regarding the general care and welfare of their children in consultation with other staff and the Director
- Ensure compliance with ECS National Regulations 2018. Adhere to Council's Code of Conduct and Early Childhood Australia (ECA) Code of Ethics
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standards
  - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

### Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the Child Protection (Working With Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

### Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

## 5 Duties

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- Supervise groups of children during activities, in consultation with staff.
- Observe and report children's skills and interactions during activities as a contribution to the maintenance of developmental records.

- Contribute to the development of a programme of activities by providing ideas and developing resources in consultation with other staff and the Director.
- Prepare materials for planned activities in consultation with other staff.
- Assist with maintenance and repair of equipment where appropriate.
- Maintain cleanliness and tidiness of the centre environment.
- Advise the Director and/or other staff promptly of any information/messages left by parents.
- Maintain confidentiality regarding all information relating to staff, children or parents at the centre.
- Carry out preparation, cleaning up and other general tasks according to the needs of the centre and the requirements of the days developmental programme, so that the centre programmes function smoothly.
- Maintain a high standard of hygiene and safety so that children's welfare is ensured.
- Supervise the children, to ensure a consistent and appropriate approach is maintained throughout the centre.
- Any tasks as delegated by the Director.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

As per Council's performance management system.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business and operational objectives. They are responsible for enabling the success of their teams, and for ensuring they can achieve all performance metrics whilst keeping each individual accountable.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

### Acknowledgement and agreement

<b>Employee</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>
<b>Supervisor</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>