

Position Description

POSITION TITLE: Educator Early Learning Centre
DEPARTMENT: Children's Services
REPORTS TO: Manager Education and Community Services
DATE PREPARED: 17/10/2014

POSITION NO: TBA
GRADE: 3
DATE REVISED: 07/08/2020

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this goal through providing professional care, support, engagement and education to children aged 0-12 years in a safe environment, encouraging them to reach their potential.

MAIN JOB PURPOSE

The role of the Educator Early Learning Centre is to:

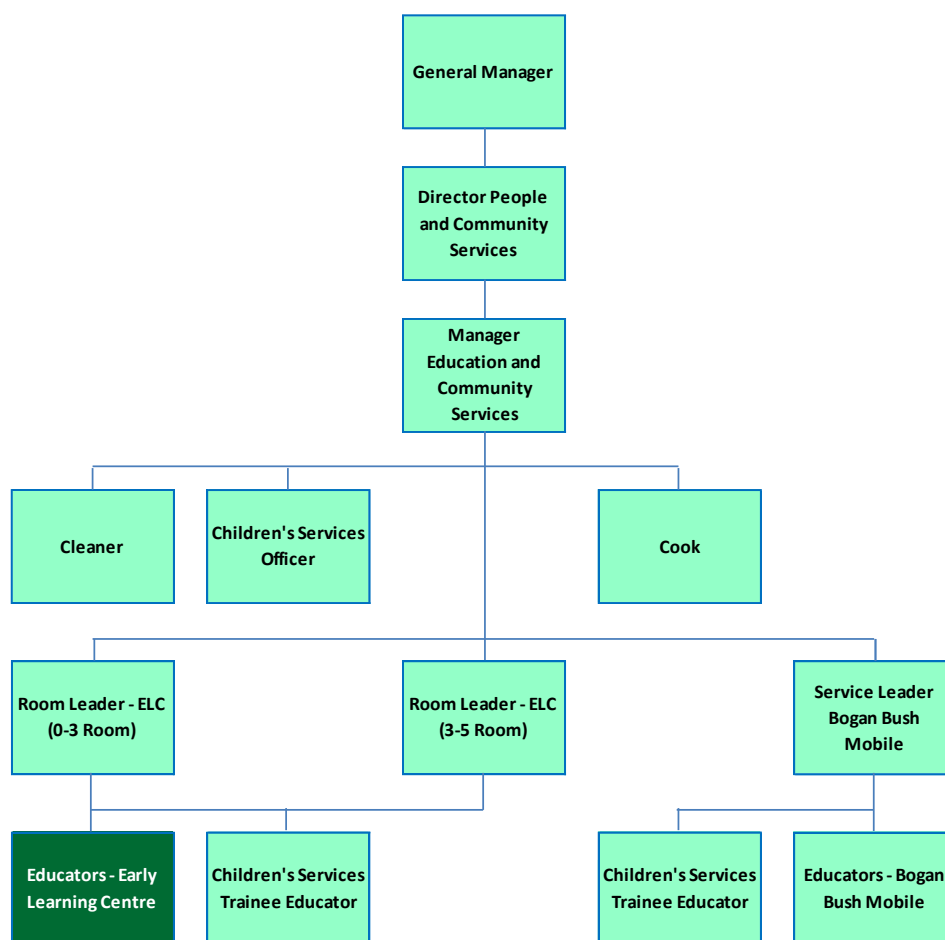
- Assisting with the implementation of daily routines and maintaining ongoing records of children's development in order to provide high quality educational experiences for children aged between 0-12.
- Support the Early Learning Centre team and the families that utilise the service.
- Form positive and nurturing relationships with children, ensuring the environment is safe, supportive, stimulating and educational, developing and fostering curiosity, exploration and problem solving and ensuring each child has a sense of belonging.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

- Having **respect** for other people.
- Providing responsive **customer service**.
- **Taking pride** in Nyngan and the greater Bogan Shire.
- **Working together** as a team to get things done.
- Being **accountable** for our decisions and actions.
- Acting with **integrity and honesty**.
- Demonstrating **strong leadership**.

DEPARTMENTAL STRUCTURE



KEY ACCOUNTABILITIES

The Educator – Early Learning Centre has the following specific accountabilities in contributing to the provision of high quality educational experiences for children:

1. Work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010*, *Education and Care Services National Regulations*, *National Quality Standard for Early Education and Care* and the *Code of Ethics of the Early Childhood Australia*, ensuring strict confidentiality is maintained at all times.
2. Contribute to the development of programs which reflect the Early Years Learning Framework (EYLF) and provide a play based learning environment responsive to children's interest, strengths and abilities.
3. Under the guidance of the Room Leader, contribute to the planning of children's learning and the documentation of this so as to make their learning visible, maintaining ongoing records of the child's development and records of children's assessments against learning outcomes.
4. Conduct all activities, including the welcoming, farewelling and care of children in a professional manner, whilst maintaining a friendly, enthusiastic and inclusive environment.
5. Ensure each child's health needs are supported and respond positively and consistently to children's additional needs / requirements – diet / allergies, developmental etc., support children's individual wellbeing and comfort in sleep, rest and relaxation and ensure children are adequately supervised at all times in a safe, supportive, stimulating and educational environment.
6. Assist the Room Leader with the preparation, maintenance and hygienic cleaning of all necessary art and craft items, learning resources, toys and play equipment.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY SELECTION CRITERIA

Essential:

1. Demonstrated general knowledge of early childhood education and care and have a genuine interest in the education of children aged 0-12 years and a desire to encourage and support families and children in our community and possess the ability to form warm, responsive relationships with children.
2. Demonstrated ability to plan work and think independently with a common sense approach to problem solving and using good judgement to resolve issues and achieve results with a willingness to adapt as situations change.
3. Proven attention to detail and accuracy, with the ability to proactively research and apply good judgement to issues that may arise, through relevant experience and proven problem solving skills.
4. Proven ability to clearly and effectively communicate both verbally and in writing, ensuring a high degree of confidentiality and discretion.
5. Demonstrated interpersonal skills and the ability to establish and maintain effective working relationships, work independently with minimal supervision, contribute positively to a team environment and promote a polite and professional culture within Council.
6. Tertiary qualifications at AQF Level 3 (Cert III) or AQF Level 4 (Diploma) in Early Childhood Education and Care or equivalent with relevant demonstrated experience over a period of at least 6 months and working towards an AQF level 3 or 4 qualification.
7. Have clearance to work with children, as verified through a current Working with Children Check.
8. Current First Aid Certificate.
9. Hold a current manual class C, P1 or P2 drivers licence.
10. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

Desirable:

1. Have basic to intermediate computer skills including internet, email and Microsoft Office Suite of Software Products, photo manipulation and editing software.

CONDITIONS

- Carry out work in a wide variety of outdoor environments – remote locations, community halls, rural properties, parks and playgrounds and traveling on unsealed roads.
- WHS Accountabilities and Responsibilities – this role is a designated ‘Worker’ role as defined under the WH&S Act 2011, with four (4) essential elements requiring an officer to:
 - Take reasonable care for his or her own health and safety.
 - Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
 - Comply with any reasonable instruction that is given by Council to allow Council to comply with WH&S Act 2011.
 - Co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to workers.

Privacy and Confidentiality (Children’s Services)

In this role you will come in contact with information that is extremely sensitive and private in relation to childcare clients. The matter of client confidentiality is paramount.

The Childcare Centre collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council.

Breaches of this condition will be dealt with in accordance with the Local Government (State) Award.

Working With Children Check

This position requires the preferred applicant to sign a “Prohibited Employment Declaration” and have obtained or hold a valid “Working With Children Check” under child protection legislation.

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Supervisor:	_____	_____	_____
	Name	Signature	Date
Employee:	_____	_____	_____
	Name	Signature	Date