

POSITION SUMMARY

EARLY CHILDHOOD EDUCATOR (CCG029)

Directorate	Cultural & Community Services
Section	Children's Services
Classification	Band 1, Level 3, Grade 3
Position Status	Temporary fixed term contract (30 hours per week)
Commencing Salary Range	\$686.84 - \$721.61 per week
Reports to	Scallywags Director
Direct Report	Nil
Work Location	Scallywags Child Care

Position Purpose

To ensure the wellbeing and development of children at Council's child care facilities.

To support the implementation and evaluation of the program for children taking into account the child's individual development and interests.

To contribute to the co-operative teamwork approach of the child care centre and foster positive relations with families and the wider community.

Key Responsibilities

- To assist in the day to day running of the centre to ensure compliance with relevant policies, procedures and licencing requirements
- To assist as a team member to provide a safe and stimulating environment for children's learning, development and care
- To assist in the implementation of high quality children's programs that responds to the individual strengths and interests of children and families.
- To move throughout the centre to assist with programming requirements, and providing general assistance in the day to day running of the rooms.
- Maintain and foster positive relations with families and the wider community.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Certificate III Children's Services
- Demonstrate an understanding of the Early Years Learning Framework (EYLF) and National Quality Standards (NQS)
- Demonstrate Understanding of the developmental needs of children aged 0 to 5 years.
- Experience working in a team environment and independently
- Good Communication skills with the ability to develop relationships with children their families
- Able to comply with the requirements of the Child Protection (Working with Children) Regulation 2013 through the provision of a Working with Children Check clearance.

Desirable

- Current approved First Aid qualification, Anaphylaxis and Asthma management qualification
- Experience working in centre based child care
- Awareness of health and safety issues relating to children
- Willingness to provide evidence of immunisation history or undertake immunisations as required.

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- Fixed-term contract, to conclude Friday 21 December 2018
- Hours of work are 9.30am to 4.00pm, but may be subject to change to assist with staffing needs of centre
- Probationary period of 4 months
- Four weeks annual leave
- Superannuation of 9.5% paid by Council
- Medical and audio (including drug and alcohol test) required as part of selection process.

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