



# BYRON SHIRE COUNCIL

## POSITION DESCRIPTION

**POSITION:** **Early Childhood Educator - Certificate 3**

**REPORTS TO:** Children's Services Coordinator

**DIRECTORATE:** Corporate & Community Services

**BRANCH:** Sandhills Early Childhood Centre

**CLASSIFICATION:** Grade 2

**STAFF:** Nil

**CONTACTS:**

<p><b>Internal</b> General Management and staff at all levels</p>	<p><b>External</b> Customers Consultants Contractors Government Departments Community Organisations</p>
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### POSITION OBJECTIVE:

To assist and implement a daily program compatible with the National Quality Framework and Early Years Learning Framework for children 0-5 years and contribute positively to the functional operation of the Centre.

### ORGANISATION VALUES:

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM  
AND PURPOSE



WE ARE OPEN, HONEST AND  
RESPECTFUL



WE FOSTER WELLBEING  
AND CREATIVITY



WE ACHIEVE OUR GOALS AND  
SUCCEED TOGETHER

**KEY RESPONSIBILITIES:****Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

**Operations Management****a. In respect of the children:**

- To treat each child with dignity and respect, taking into account any cultural, socio-economic or other differences which may arise.
- To assist to implement a program that engages The Early Years Learning Framework, and be guided by colleagues in this practice.
- To interact effectively with the children, ensuring their sense of security, high self-esteem and safety.

**b. In respect of the Centre:**

- To participate in the preparation and implementation of a creative educational program, with an emphasis on developing group social skills with children.
- To participate in the evaluation and reflection of the program and the children's progress.
- To embed sustainable practices in all areas of the service
- To assist with the provision of resources according to the program's requirements.
- To assist in the supervision and organisation of the children throughout the day.
- To contribute to the cleanliness, maintenance and tidiness of the centre.
- To assist with minor repairs and maintenance of equipment.
- To inform the Director of equipment and supplies needed or any equipment that requires repair.

**c. In respect of the educators:**

- To attend all staff meetings, participating in policy development, objectives and evaluations.
- To work alongside other educators and to take advantage of support/guidance offered.

**d. In respect of the families:**

- To develop positive reciprocal relationships with parents.
- To share positive information about the children with their parents.
- To maintain confidentiality at all times.

**Financial Management**

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

**Human Resource Management**

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

**Work Health & Safety Management**

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.

**Other Duties**

- Other such duties as required that are within the limits of the employee's skill, competence and training.

**QUALIFICATIONS:**

- Certificate III in Children's Services.
- Current Working with Children Check.

**EXPERIENCE:**

- Experience working with children 0-5 years, preferably in a long day care centre.

**KNOWLEDGE:**

- Knowledge of The Early Years Learning Framework and the daily organisation of a long day care centre is preferred.

**COMPETENCIES:**

Demonstrated ability to;

- Work in a team environment and contribute positively to the functioning of the Centre.
- Establish trusting relationships with children aged 0 - 5 years, and to foster their development and esteem.
- Provide and evaluate a quality service offered to the community.
- Communicate effectively with children, parents and staff.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

**SELECTION CRITERIA**

**Essential Criteria**

- Certificate III in Children’s Services and demonstrated experience working with children aged 0 - 5 years.
- Knowledge and understanding of the objectives of the Early Years Learning Framework and the daily organisation of a long day care centre.
- Demonstrated keen interest in and ability to foster children’s overall development and esteem.
- Demonstrated ability to work with established procedures and systems as part of a multi-skilled team, to deliver and contribute to the effective functioning of the Centre.
- Sound organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Sound interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint)
- Current Drivers Licence.

**Preferred Criteria**

- Previous experience in a long day care centre.
- Senior First Aid Certificate.
- Demonstrated understanding of the National Quality Standards and sustainability principles.
- Commitment to and understanding of process improvement and sustainability principles.

**PRESENT OCCUPANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SUPERVISOR:** Children’s Services Coordinator

**SIGNATURE:** \_\_\_\_\_