

Position Description

POSITION	Trainee Early Childhood Educator	
REPORTS TO	Sandhills Director	
DIRECTORATE	Corporate and Community Services	
BRANCH	Sandhills Early Childhood Centre	
CLASSIFICATION	Trainee	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position Objective

To assist to implement the daily program and routine for children 0-5 years complying with the Early Years Learning Framework, Belonging, Being and Becoming and contribute positively to the functional operation of Sandhills our Early Education and Care Service.

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

In respect of the children:

- To treat each child with dignity and respect, considering any cultural, socio-economic, or other differences which may arise.
- To assist with program implementation in a flexible manner that is compatible with the children's needs and interests.
- To interact effectively with the children, maintaining an optimistic outlook, ensuring their sense of security, wellbeing, and safety.

In respect to Sandhills:

- To participate in the preparation and implementation of an educational program, and in the planning for all children to progress through learning outcomes, under direction from educators
- To participate in the evaluation of the program and the children's progress, with supervision from educators and mentors
- To ensure that resources are available to foster children's motivation to learn and reinforce their sense of themselves as competent learners within the program.
- To assist in the guidance and organization of the children throughout the day.
- To contribute to the cleanliness, maintenance, and tidiness of the Service.
- To inform an educator of equipment and supplies needed or any equipment that may require repair.

In respect of the staff:

- 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.

In respect of parents:

- To develop respectful partnerships with parents.
- To initiate reciprocal, and general information sharing about the children with their parents.

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

- Completion of Year 10 or equivalent.
- Working with Children Check.

Experience

- Not required.

Knowledge

- Demonstrated ability and commitment to undertaking and completing the study component of the traineeship, with an interest in early childhood education.

Competencies

Demonstrated ability to:

- Work in a team environment and contribute positively to the functioning of the Service.
- Establish trusting relationships with children aged 0 - 5 years, and to assist to foster their development and esteem.

- Communicate and interact effectively with children, parents and staff.
 - Complete the academic requirements of the traineeship.
 - Coordinate, manage and prioritise own workload in a busy complex environment.
 - Apply a competent level of interpersonal skills including the ability to communicate both in writing and verbally.
 - Work independently, where guided to do so and contribute positively to a team environment.
 - Be flexible in your approach to work and adapt well to workplace change.
 - Work to timelines, as delegated.
 - Effectively use information technology.
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Selection Criteria

Essential Criteria

- Completion of Year 10 or equivalent.
- Demonstrated ability and commitment to undertaking and completing the study component of the traineeship, with an interest in early childhood education.
- Demonstrated interpersonal, written and verbal communication skills, with ability to communicate and interact effectively with children, parents and other staff.
- Ability to assist in fostering children's overall development and esteem.
- Ability to work in a team environment and contribute to the effective functioning of the Service.
- Demonstrated commitment to Work Health & Safety, Equal Employment Opportunity and Cultural Diversity principles
- Working with Children Check.

Preferred Criteria

- An interest and passion for working in the Early Childhood Care and Education sector.
- Knowledge of Belonging Being and Becoming, The Early Years Learning Framework, National Quality Framework and Standards.
- Senior First Aid Certificate.
- Child Protection Training.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Sandhills Director

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐