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| **POSITION DESCRIPTION** | CB_LogoW transparent |

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| Position Title: | Early Childhood Educator (Advocate) |
| **Department:** | City Services and Assets |
| **Division:** | Library and Community Services |
| **Grade:** | 7 |
| **Approved Status:** | Permanent Full Time |
| **Last Reviewed:** | July 2020 |
| **Reviewed By:** | Operations Manager, Community Services |

1. **Objectives of Position** 
   1. To ensure the care, safety and wellbeing of all children.
   2. To plan and implement development and educational programs for children 0-5 years that reflect the Early Years Learning Framework and that is inclusive of all children.
   3. To promote a cooperative team approach to ensure a high quality service.
   4. To develop and maintain collaborative relationships with each child’s family.
   5. To prepare and maintain documentation that relates to children’s development, educational program, and compliance with legislative requirements.
2. **Key Accountabilities**
   1. **Technical / Operational**
      1. Ensure that each child’s learning and development is assessed as part of an ongoing cycle of planning, documenting, and evaluating.
      2. Contribute to decision making to ensure each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
      3. Ensure that each child’s current knowledge, ideas, culture, abilities and interests are the foundation of the program.
      4. Assist the Early Childhood Techer to implement a curriculum that maximises opportunities for each child’s learning.
      5. Ensure that documentation about each child’s learning and progress is readily available to families.
      6. Ensure every child is supported to participate in the program.
      7. Critically reflect on children’s learning and development and use these reflections to plan the program.
      8. Support centre staff in achieving educational program objectives.
      9. Undertake the role of the educational leader and mentor educators.
      10. To develop and implement appropriate relationships with all children.
      11. To implement effective behaviour guidance strategies that reflect the individual strengths of all children.
      12. Monitor and plan for individual professional development and training requirements and attend in-service training and any other training, as appropriate.
   2. **Financial**
      1. Nil
   3. **Management & Leadership**
      1. Provide support to other staff and assist the Centre Coordinator in the implementation of National Quality Framework and working towards the centres Quality Improvement Plan.
      2. Facilitate a team approach and work with staff to achieve centre's aims and goals.
      3. Assume the role of the Responsible Person as required.
      4. Mentor staff and where possible assume the role of Educational Leader.
   4. **Communication, Consultation & Engagement**
      1. Demonstrate a high level of written and verbal communication.
      2. Develop and maintain collaborative relationships with families.
      3. Actively participate in the planning and implementation of Centre, room and parent meetings
      4. Represent the City of Canada Bay at external meetings, networks and forums as required.
      5. Respond to grievances and feedback in a prompt and professional manner.
   5. **General**
      1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
      2. Ensure compliance with the Education and Care Service and Regulations and Law Act 2011.
      3. Ensure compliance with the National Quality Framework.
      4. Ensure compliance with all relevant legislation, policies and procedures.
      5. Adhere to Councils Code of Conduct, EEO and anti-discrimination and child protection policies.
      6. Assist the Centre Coordinator in the review and implementation of the Centre policies, practices and procedures.
      7. Undertake other relevant duties as identified by the Centre Coordinator.
3. **Position / Department Structure**
4. **Essential Knowledge, Skills and Experience (Essential Criteria)**
   1. A minimum of a Diploma level qualification (for the purposes of the Education and Care Services National Law, and published in accordance with regulation 137(1)(a) of the Education and Care Services National Regulations)
   2. Experience working with children in 0-5 year age group.
   3. The ability to develop, document and implement an educational program for children.
   4. Knowledge and understanding of all current legislation governing early childhood education and care, including the National Quality Framework.
   5. Demonstrated ability to work cooperatively in a team.
   6. Sound written and verbal communication skills.
   7. Completion of relevant first aid, anaphylaxis, and asthma management training, and child protection course – Identify and Respond to Children and Young People at Risk of Harm (CHCCHILD401A).
   8. Understanding of Work Health Safety requirements.
   9. Working with children check clearance.
5. **Desirable Knowledge, Skills and Experience (Desirable Criteria)**
   1. The ability to lead, support, motivate and mentor staff.
   2. Experience leading a small team or a an educational leader
6. **Agreement**

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed employee

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor / Manager

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director / General Manager

1a Marlborough Street, **Drummoyne** NSW 2047

**Tel** 9911 6555 **Fax** 9911 6550 **www.canadabay.nsw.gov.au**



**SCHEDULE OF OPERATIONAL RESPONSIBILITIES**

1. **Work, Health & Safety Responsibilities**
   1. **Worker**

A worker’s responsibilities include, but are not limited to:

* + 1. Taking reasonable care for his/her own health and safety.
    2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
    3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
    4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
    5. Reporting all incidents, hazards and near misses to their direct supervisor.
    6. Actively participating in injury management and rehabilitation programs.
    7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer’s instructions.
    8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council’s or a PCBU’s policies and procedures and advise Team Leaders of any change to these.
    9. Attending all specified training and induction courses.
    10. Contributing to workplace practice and procedure reviews.
    11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
    12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
    13. Participating in workplace inspections.
    14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

1. **Equal Employment Opportunity Responsibilities**

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

1. **Child Safe Obligations**

The City of Canada Bay is a Child Safe Community that recognises and advocates for the rights of children and young people. Our policies and procedures aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm. Comply with child safe practices outlined in *Child and Young Person Protection Policy*.

1. **Sustainability Responsibilities**

Contribute to Council’s environmental sustainability objectives and targets through active participation and compliance with Councils policies & procedures.

1. **Record Keeping Responsibilities**

Comply with Council’s Records Management Policy and the State Records Act 1998.

1. **Designated Person Classification**

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

1. **Code of Conduct Obligations**

Comply with the requirements of Council’s Code of Conduct.

1. **Delegations**

Delegations for the position are listed in the Register of Delegations for Community Development and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

1. **Organisation Values** 
   1. **Creativity**

All staff are encouraged to explore opportunities and new ideas.

* 1. **Fun**

We choose to create a great place to work.

* 1. **Leadership**

We inspire and enable staff to bring out the best in themselves and each other.

* 1. **Teamwork**

We treat each other the way we would like to be treated.

* 1. **Respect**

We work together collaboratively, and in support of each other.

1. **Acknowledgement**

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed employee

Initialled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor / Manager

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| **skills progression & assessment record**  **EARLY CHILDHOOD EDUCATOR – QUALIFIED** | CB_Logo |

| **Generic skills – Apply to all salary steps** | | | | | | | |
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| **Common Skills** | **Standard for the use of skills** | **N/A** | **Employee** | | **Reviewer** | | **Comments** |
| **Standard Met** | | **Standard Met** | |
| **Yes** | **No** | **Yes** | **No** |
| Accept responsibility for and manage own work | Work area is well organised and safe in accordance with relevant standards/policies |  |  |  |  |  |  |
| Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken |  |  |  |  |  |  |
| Workload is reviewed and prioritised within allocated timeframes |  |  |  |  |  |  |
| Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct |  |  |  |  |  |  |
| Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes |  |  |  |  |  |  |
| Communication | Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times |  |  |  |  |  |  |
| Code of Conduct, organisational policies, operating management standards and procedures | Comply with the requirements of Council’s Code of Conduct |  |  |  |  |  |  |
| Comply with all organisational policies, operating management standards and procedures |  |  |  |  |  |  |
| Customer Service | Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy |  |  |  |  |  |  |
| A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines |  |  |  |  |  |  |
| Complaints or disputes are identified and resolved promptly or referred to the appropriate person(s) |  |  |  |  |  |  |
| EEO | The principles of equal employment opportunity are observed and implemented |  |  |  |  |  |  |
| Maintain Records | Confidentiality of information and records is maintained |  |  |  |  |  |  |
| Records are secured, accessible, accurate and up to date |  |  |  |  |  |  |
| Complies with Council’s Records Management Policy and the State Records Act 1998 |  |  |  |  |  |  |
| Organisational Values JAMES: PLEASE UPDATE | *Creativity* – explore, and encourage others to explore, opportunities and new ideas |  |  |  |  |  |  |
| *Fun* – Maintain a positive attitude and get to know others in the workplace |  |  |  |  |  |  |
| *Leadership* – Inspire and enable themselves and others to reach their full potential |  |  |  |  |  |  |
| *Respect* – Work together collaboratively and in support of each other |  |  |  |  |  |  |
| *Teamwork* – treat others the way you would like to be treated |  |  |  |  |  |  |
| Sustainability | Contribute to Council’s environmental sustainability objectives and targets through active participation and compliance with Council’s policies and procedures |  |  |  |  |  |  |
| WH&S and Risk Management | Take reasonable care for the health and safety of themselves and others |  |  |  |  |  |  |
| Cooperate with any reasonable policy or procedure of Council in relation to WH&S |  |  |  |  |  |  |
| Reports all incidents, hazards and near misses to their direct supervisor |  |  |  |  |  |  |
| Use Personal Protective Equipment (PPE) where appropriate |  |  |  |  |  |  |
| Maintain all tickets, licences, operative training etc., required for the job. |  |  |  |  |  |  |
| Attend all specified training and induction courses |  |  |  |  |  |  |
| Participate in workplace inspections |  |  |  |  |  |  |

| **Step 1** | | | | | | | |
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| **Common Skills** | **Standard for the use of skills** | **N/A** | **Employee** | | **Reviewer** | | **Comments** |
| **Standard Met** | | **Standard Met** | |
| **Yes** | **No** | **Yes** | **No** |
| **Meet Essential Qualifications and Experience** | | | | | | | |
| A minimum of a Diploma level qualification (for the purposes of the Education and Care Services National Law, and published in accordance with regulation 137(1)(a) of the Education and Care Services National Regulations) Working with children check clearance. | * Holds a Completed ACECQA approved qualification. * Applies studies to the jobs environment in a professional and appropriate manner. * Holds and maintains NSW Working with Children Check |  |  |  |  |  |  |
| *Experience working with children in 0-5 year age group* | * Gets down to children’s level when communicating. * Shows a genuine interest in, understanding of and respect for all children. * Comforts children who cry and show signs of distress. * Uses initiative to complete daily routines. * Engages in play with the children. * Uses positive language to guide children’s behaviour. * Actively contributes to the review of the Centre’s philosophy. |  |  |  |  |  |  |
| The ability to develop, document and implement an educational program for children. | * Has an awareness of the different types of observation styles * Awareness of the EYLF. * Identifies children’s interests. * Fosters children’s learning by preparing appropriate experiences and environments. * Ensure children’s records are maintained. * Uses tracking system to ensure all children’s learning is catered for. |  |  |  |  |  |  |
| *Sound written and verbal communication skills* | * Uses an appropriate tone and volume when communicating with children. * Attends and contributes to staff meetings. * Welcomes and supports new staff * Encourages and listens to other staff members opinions. * Is courteous and respectful of all staff members. * Provides feedback to families in a professional manner. * Engages in honest conversations with families. * Offers and accepts feedback to/from team members in a professional manner * Completes all regulatory written requirements. * Contributes to the centre’s newsletter. * Follows the centre’s dealing with Grievances and Complaints Policy and Code of Conduct. |  |  |  |  |  |  |
| Demonstrated ability to work cooperatively in a team. | * Works well within a team * Contributes ideas and gives opinions * Accepts other staffs opinions * Identify training and professional development needs. |  |  |  |  |  |  |
| Knowledge and understanding of all current legislation governing early childhood education and care, including the National Quality Framework. | * Participates in Responsible Person training * Knowledge of;   - Education and Care Services National Regulations 2011  -Education and Care Services National Law 2011  - National Quality Standards  -Early Year’s Learning Framework  -Quality Improvement Plan |  |  |  |  |  |  |
| Completion of relevant first aid, anaphylaxis, and asthma management training, and child protection course – Identify and Respond to Children and Young People at Risk of Harm (CHCCHILD401A). | * Holds and maintains First Aid, Asthma and Anaphylaxis management training. * Holds Identify and Respond to Children and Young People at Risk of Harm qualification. * Applies qualification to the jobs environment in a professional and appropriate manner. |  |  |  |  |  |  |
| Understanding of Work Health Safety requirements. | * Awareness of Centres policies in relation to WHS. * Awareness of councils Child Safe organisation practices. * Participates in child protection training * Has an awareness of SWMS and MSDS. * Locks away chemicals and sharps. * Clean spills immediately. * Implements appropriate manual handling techniques to maintain ones safety. * Ensure electricals sockets and cords are secured. * Maintain cleaning register. * Maintains clean and safe storage areas. * Contributes to Risk assessments. * Reports and documents incidents that occur at the centre. * An awareness of recommended immunisations for staff working with children. |  |  |  |  |  |  |

| **Step 2** | | | | | | | |
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| **Common Skills** | **Standard for the use of skills** | **N/A** | **Employee** | | **Reviewer** | | **Comments** |
| **Standard Met** | | **Standard Met** | |
| **Yes** | **No** | **Yes** | **No** |
| *Experience working with children in 0-5 year age group* | * Seeks advice from coordinators and/or ECT’s regarding guiding children’s behaviours. * Has an awareness of child development. * Obtains an awareness of teaching strategies. * Initiates conversations with children. * Creates a happy and relaxed environment. * Collaborates with children about routines and experiences. * Settles new children and families in the centre. * Acknowledges children achievements. * Knowledge of the ‘United Nations Convention on the Right of the Child’. |  |  |  |  |  |  |
| The ability to develop, document and implement an educational program for children. | * Suggests ideas for excursions/incursions. * Seeks feedback from families regarding child’s development and interests. * Ensures every child is supported to participate in the program. * Considers the voice of the children when planning and documenting. * Suggests opportunities for community involvement. * Develop individual knowledge of each child. * Awareness of the centres curriculum policy. * Documents using various observation styles. * Links documentation of children’s learning to the EYLF and other research. * Creates stimulating, aesthetically pleasing, engaging and natural environments to promote children’s participation and learning. |  |  |  |  |  |  |
| *Sound written and verbal communication skills* | * Written communication is clear, accurate and concise. |  |  |  |  |  |  |
| Demonstrated ability to work cooperatively in a team. | * Identifies and shares common goals that are reflective of the centres philosophy. * Encourages and listens to other staff members opinions. * Offers support and guidance to new staff members * Sources professional development training opportunities. * Shares information obtained during professional development with centre staff. |  |  |  |  |  |  |
| Knowledge and understanding of all current legislation governing early childhood education and care, including the National Quality Framework. | * Assumes the role of the Responsible Person * Implements requirements of;   - Education and Care Services National Regulations 2011  -Education and Care Services National Law 2011  - National Quality Standards  -Early Year’s Learning Framework  -Quality Improvement Plan |  |  |  |  |  |  |
| Completion of relevant first aid, anaphylaxis, and asthma management training, and child protection course – Identify and Respond to Children and Young People at Risk of Harm (CHCCHILD401A). | * Regular updates knowledge in these areas. * Attends scheduled training sessions in these areas to maintain knowledge. |  |  |  |  |  |  |
| Understanding of Work Health Safety requirements. | * Implements Centres policies in relation to WHS. * Implements councils Child Safe organisation practices. * Initiates and documents emergency evacuation drills and procedures. * Takes responsibility for own health and wellbeing. * Consistently implements Centre’s SWMS |  |  |  |  |  |  |

| **Step 3** | | | | | | | |
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| **Common Skills** | **Standard for the use of skills** | **N/A** | **Employee** | | **Reviewer** | | **Comments** |
| **Standard Met** | | **Standard Met** | |
| **Yes** | **No** | **Yes** | **No** |
| *Experience working with children in 0-5 year age group* | * Embeds the Centre’s philosophy in relation to interactions with children into everyday practices. * Identifies and acknowledges the individual strengths, abilities and diverse backgrounds of children. * Develops and maintains secure, respectful and equitable relationships with all children. * Implements individualised behaviour guidance strategies and supports each child to manage and regulate their own behaviour. * Respectfully and meaningfully communicates with all children. * Acknowledges the capabilities of all children. * Implements inclusive practice. * Awareness of centre’s Guiding Children’s Behaviour policy. * Uses appropriate teaching strategies when interacting with the children. * Practices are reflective of ‘United Nations Convention on the Right of the Child’. |  |  |  |  |  |  |
| The ability to develop, document and implement an educational program for children. | * Asses each child’s learning and development as part of an ongoing cycle of planning documenting and evaluating. * Critically reflects on children’s learning and development both as individuals and in groups. * Fosters relationships with the community and plans for participation within the program. * Incorporates family feedback into the program. * Plans incursions/excursions as a means of supporting children’s interests. * Supports staff in the planning, implementation and evaluation of centre program. * Ensures each child’s current knowledge, ideas, culture, abilities and interests are the foundation of the program. * Implements the centre’s curriculum policy. * Documents using a range of observation styles. * Completes assessments of learning as per centre requirements. * Develop individual goals for children’s learning. * Uses principles practices and outcomes of the early year learning framework when documenting children’s learning. * Plans and implements sustainable practices. * Refers to early childhood theories and current research when documenting children’s learning. |  |  |  |  |  |  |
| *Sound written and verbal communication skills* | * Contributes to developing staff meeting agenda. * Provides centre coordinator with honest feedback and communication. * Collaborate with Early Childhood Educators at sister centre. * Contributes to the planning and organisation of parent information nights. * Engages in formal meetings with families and coordinator. * Engages in difficult conversations with families as required |  |  |  |  |  |  |
| Demonstrated ability to work cooperatively in a team. | * Recommends changes to be implemented as a result of training. * Respects and acknowledges the diversity of the team. |  |  |  |  |  |  |
| Knowledge and understanding of all current legislation governing early childhood education and care, including the National Quality Framework. | * Actively contributes to reflections regarding the Responsible Person role. * Actively contributes to the development of the QIP. * Takes responsibility and completes allocated QIP goals. |  |  |  |  |  |  |
| Understanding of Work Health Safety requirements. | * Contribute to the SWMS as appropriate. * Addresses and concerns regarding own health and wellbeing. |  |  |  |  |  |  |
| The ability to lead, support, motivates and mentor staff. | * Seeks Professional development opportunities relevant to personal and centre goals and objectives. * Acknowledges staff strengths, backgrounds, skills about abilities. * Models desired behaviours and practices. |  |  |  |  |  |  |
| Experience leading a small team | * Demonstrated experience leading a small team. |  |  |  |  |  |  |

| **Step 4** | | | | | | | |
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| **Common Skills** | **Standard for the use of skills** | **N/A** | **Employee** | | **Reviewer** | | **Comments** |
| **Standard Met** | | **Standard Met** | |
| **Yes** | **No** | **Yes** | **No** |
| *Experience working with children in 0-5 year age group* | * Communicates with families and other staff about the individual needs, abilities and diverse backgrounds of children. * Develops flexible routines that are reflective of the children’s needs. * Considers the grouping of children with the intent to maximise their potential learning opportunities. * Consults families regarding children’s behaviour. * Supports other staff with guidance of children’s behaviour. * Implements the centre’s Guiding Children’s Behaviour policy. |  |  |  |  |  |  |
| The ability to develop, document and implement an educational program for children. | * Ability to develop long term plans for children with additional needs in consultation with families and other professionals. * Lead staff in the planning, implementation and evaluation of centre program. * Develops practices to ensure the children’s voice is evident in the curriculum. * Implements Centre’s documentation expectations. * Contributes to the review of the Centre’s curriculum policy. * Actively seeks familiesinput and participation within the curriculum and implements accordingly. * Involves and educates children in the implementation of sustainable experiences. * Engages in difficult conversations with families. |  |  |  |  |  |  |
| *Sound written and verbal communication skills* | * Meets with families to discuss childs development. * Presents at family information nights. * Guides staff in implementing the centre’s dealing with Grievances and Complaints Policy and Code of Conduct. * Networks with other early childhood professionals. |  |  |  |  |  |  |
| Knowledge and understanding of all current legislation governing early childhood education and care, including the National Quality Framework. | * Actively meets and aims to exceed National Quality Standards. |  |  |  |  |  |  |
| Understanding of Work Health Safety requirements. | * Independently completes Risk assessments. * Independently rectifies WHS issues. |  |  |  |  |  |  |
| The ability to lead, support, motivate and mentor staff. | * Responds to grievances, complaints and issues relevant to the room. * Makes one’s self available, approachable and accessible to all staff. * Provides constructive feedback to others to encourage continuous improvement. * Engages in difficult conversations with staff. |  |  |  |  |  |  |
| Experience leading a small team | * Assumes the role of room leader where possible. * Assumes the role of educational leader where possible. * Leading projects, programs and initiatives with a small team. |  |  |  |  |  |  |