

POSITION DESCRIPTION



Position Title:	Early Childhood Educator (Assistant)
Department:	Community Life
Division:	Community Development
Grade:	5
Approved Status:	Permanent Part Time
Last Reviewed:	June 2016
Reviewed By:	Centre Coordinator/Nominated Supervisor

1. Objectives of Position

- 1.1. To ensure the care, safety and wellbeing of all children.
- 1.2. 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.
- 1.3. To promote a cooperative team approach to ensure a high quality service.
- 1.4. To develop and maintain collaborative relationships with each child's family.
- 1.5. To assist in the preparation and maintenance of documentation that relates to children's development, educational program, and compliance with legislative requirements.

2. Key Accountabilities

2.1. Technical / Operational

- 2.1.1. To contribute to the assessment of each child's learning and development as part of an ongoing cycle of planning, documenting, and evaluating.
- 2.1.2. Contribute to decision making to ensure each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, and confidence as learners and effectiveness as communicators.
- 2.1.3. Contribute to ensuring that each child's current knowledge, ideas, culture, abilities and interests are the foundation of the program.
- 2.1.4. Contribute to the development of a program that maximise opportunities for each child's learning.
- 2.1.5. Contribute to ensuring that documentation about each child's program and progress is readily available to families.
- 2.1.6. Assist every child's participation in the program.
- 2.1.7. Critically reflect on children's learning and development and use these reflections to contribute to the program.
- 2.1.8. To develop and implement appropriate relationships with all children.
- 2.1.9. To implement effective behaviour guidance strategies that reflect the individual needs of all children.
- 2.1.10. Keep up to date with current issues.
- 2.1.11. Monitor and plan for individual training requirements.
- 2.1.12. Attend in-service training and any other training, as appropriate.

2.2. Financial

2.2.1. Nil

2.3. Management & Leadership

2.3.1. Support the Centre Coordinator in the implementation of National Quality Framework.

2.3.2. Assist in supervising students and volunteers.

2.4. Communication, Consultation & Engagement

2.4.1. Demonstrate a high level of written and verbal communication.

2.4.2. Develop and maintain collaborative relationships with families.

2.4.3. Facilitate a team approach and work with staff to achieve centre's aims and goals.

2.4.4. Actively participate in staff meetings.

2.4.5. Represent Wellbank Children's Centre at external meetings, networks and forums as required.

2.4.6. Respond to grievances and feedback in a prompt and professional manner.

2.4.7. Provide a high level of customer service to families and community.

2.4.8. Work in partnership with other organisations within the community school precinct to facilitate opportunities for collaborative programs, projects and service delivery.

2.5. General

2.5.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.

2.5.2. Ensure compliance with the Education and Care Service and Regulations and Law Act 2011.

2.5.3. Ensure compliance with the National Quality Framework.

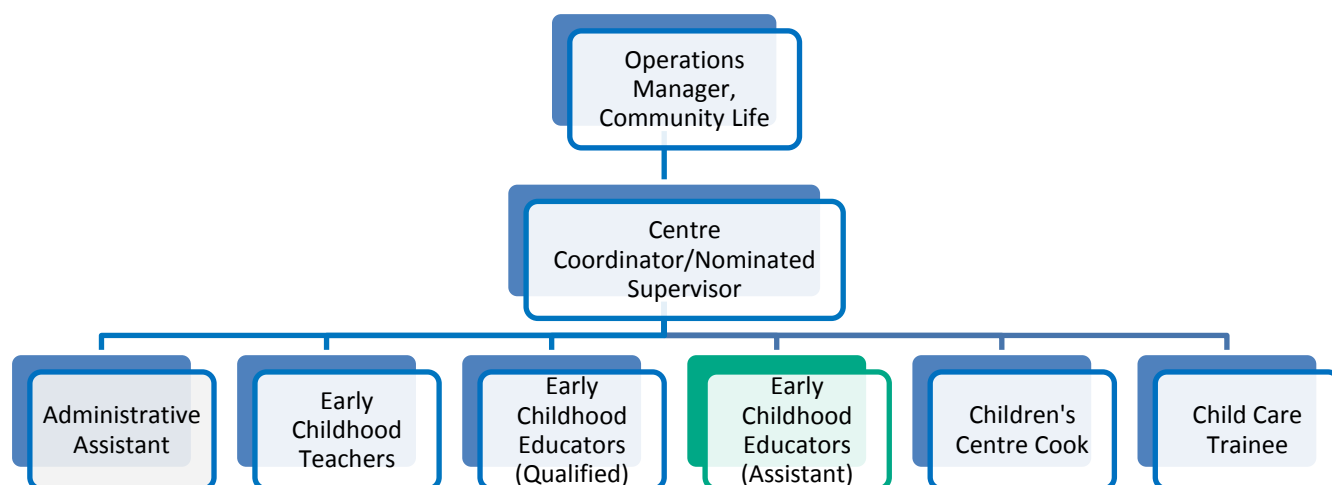
2.5.4. Ensure compliance with all relevant legislation, policies and procedures.

2.5.5. Adhere to Councils Code of Conduct, EEO and anti-discrimination policies.

2.5.6. Assist the Centre Coordinator in the review and implementation of the Centre policies, practices and procedures.

2.5.7. Undertake other relevant duties as identified by the Centre Coordinator.

3. Position / Department Structure



4. Essential Knowledge, Skills and Experience (Essential Criteria)

- 4.1.** Certificate III in Children Services (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)
- 4.2.** Experience working with children in 0-5 year age group.
- 4.3.** Demonstrated ability to work cooperatively as part of a team.
- 4.4.** Experience contributing to an educational program for children.
- 4.5.** Sound written and verbal communication skills.
- 4.6.** Completion of relevant first aid, anaphylaxis, and asthma management training.
- 4.7.** Awareness of Work Health Safety requirements.
- 4.8.** Working with children check clearance.

5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1.** Awareness of current legislation governing early childhood education and care, including the National Quality Framework.
- 5.2.** Experience documenting and implementing educational programs for children.

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

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

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. 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.
- 1.1.4. 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.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. 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.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

2. Equal Employment Opportunity Responsibilities

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

3. Sustainability Responsibilities

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

4. Record Keeping Responsibilities

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

5. 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'.

6. Code of Conduct Obligations

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

7. 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".

8. Organisation Values

8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

8.2. Fun

We choose to create a great place to work.

8.3. Leadership

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

8.4. Teamwork

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

8.5. Respect

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

9. Acknowledgement

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

Initialled: _____
Appointed employee

Date: _____

Initialled: _____
Supervisor / Manager

Date: _____

