

## Position Description: **Casual – Education and Care**

### POSITION DETAILS

<b>Position grade</b>	Grade 3		
<b>Position type</b>	Casual		
<b>Reports to</b>	Centre Director		
<b>Department</b>	Education and Care		
<b>Job function group</b>	Technical and Trades		
<b>Staff reporting responsibilities</b>	No	<b>Budget responsibility</b>	No

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the vision and mission for Education and Care, the Casual – Education and Care will empower today's children to become tomorrow's future. This role is responsible for undertaking the day to day operation of the centre and the Casual – Education and Care must be committed to educate and nurture children from all communities to be respectful, resilient and confident by providing an environment that is accepting, safe and inspiring.

The Casual – Education and Care will assist in the delivery of an innovative and educational program that provides a warm and caring environment that enriches and enhances the children's lives and compliments their families' beliefs.

### QUALIFICATIONS AND EXPERIENCE

#### ***Essential***

- Certificate III in Early Childhood Education and Care or equivalent approved by ACECQA, or working towards with completion within 12 months
- Working with Children Check clearance
- Up to date knowledge of Child Protection Law (or willing to obtain)
- Completion of Food Handler/Safety Training (or willing to obtain)
- Proven skills and experience in the following areas:
  - Education and care
  - Staff management and customer service

- Communication skills in written and oral format
- Budget management
- Computer operating systems
- Effective time management and organisational skills

### **Desirable**

- Class C or LR drivers licence (mini bus)
- Current First Aid, Asthma and Anaphylaxis Certificate as approved by ACECQA (or willing to obtain)
- An understanding of relevant legislation:
  - Child Protection
  - Work, Health and Safety (WHS)
  - Equal Employment Opportunities (EEO)
  - National Quality Framework (NQF):
    - [Education and Care Services National Regulations](#)
    - [Children \(Education and Care Services\) National Law \(NSW\)](#)
    - [National Quality Standards](#) (NQS)
    - [The Early Years Learning Framework](#) (EYLF)
    - [My Time, Our Place: Framework for School Age Care](#) (MTOP)

### **EMPLOYMENT SCREENING CHECKS**

- ☐ Qualification/s verification
- ☐ Working With Children Check

### **DUTIES AND RESPONSIBILITIES**

As a Casual – Education and Care you will develop key relationships with Education and Care staff, other Council staff, children and their families. You will be working as part of a multidisciplinary team where positive communication is paramount.

### **Legislation, Compliance and Reporting**

- Comply with:
  - [Education and Care Services National Regulations](#) (**Regulations**)
  - [Children \(Education and Care Services\) National Law \(NSW\)](#) (**Law**)
  - [National Quality Standards](#) (**NQS**)
  - [National Quality Framework](#) (**NQF**).
- Comply with statutory obligations and accreditation principles and requirements as well as program related legislation guidelines and Council policies.
- Assist in the implementation of the daily program in line with NQF including children's journals and developmental records.
- Ensure compliance with road safety and parking rules when transporting children, if required.



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- Complete all relevant reports and drills in relation to incidents of concern, evacuations, accidents and maintenance requirements.
- Maintain a clean and safe learning environment that nurtures and inspires children to explore and engage in rich, meaningful experiences, which allows them to continue to construct their understanding of their world.
- Report to the Centre Director on the day to day operation of the centre, NQF, training required, staffing requirements, families/educators in partnership event ideas, maintenance issues and parent/ client needs.
- Report to the Centre Director / Coordinator when breaches of the regulations are realised.

### ***Program Leadership***

- Ensure the quality education and care and wellbeing of each child, recognising each child as an individual and work towards developing the child to his/her maximum potential, providing positive guidance and encouragement toward acceptable behaviour.
- Ensure the dignity and rights of each child being educated and cared for by the service are maintained at all times.
- Create an environment where the children have the opportunity to become self-reliant and to develop self-esteem.
- Model a positive attitude of learning and curiosity about different ways of doing things; show a readiness to learn and discuss new ideas; maintaining a creative approach to teaching.
- Support the team in providing transport to children in a safe and secure environment.
- Provide quality education and care which includes planning and implementing a balanced program within the EYLF which is stimulating, interesting, inclusive and exciting so the children will be given opportunities to explore and develop new skills.
- Assist in maintaining children's journals and developmental records.

### ***Effective Communication and Relationship Building***

- Develop relationships with children, families, educators, staff and other stakeholders
- Be knowledgeable about the surrounding community, know about services available and how they can be of assistance
- Share positive information about the child with his/her parents
- Maintain confidentiality in relation to staff, children and family matters
- Communicate with parents and other staff in a professional manner
- Actively interact, engage and communicate with the children at all times
- Contribute to improve customer service and organisational effectiveness, by acting ethically, honestly and with fairness

### ***Business Management***

- Willing to participate in meetings, fundraising, conferences and training courses where appropriate



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- Attendance at meetings outside of ordinary hours will be required and work performed by direction outside of ordinary hours should be claimed in accordance with the Award provisions
- Assist in the preparation of daily programs
- Report incidents of concern to your direct supervisor and fill out the required forms i.e. accidents and maintenance requirements
- Attend, if requested, specific meetings that target areas such as NQF, computers, nutrition, Children's Week, Paint Cumberland REaD – language and literacy, Child Protection Week, Families Week, Book Week and Children with Additional Needs
- Promote education and care services to families and the wider community informing them of the benefits and variety of Council's education and care services.

## **YOUR CORPORATE ACCOUNTABILITIES**

### ***Work Health and Safety (WHS)***

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- Comply with Council's COVID-19 Vaccination Procedure throughout employment with Council
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

### ***Child Safe Organisation***

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.



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### ***Fraud and Corruption Prevention***

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

### ***Customer Service***

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

### **SIGNATURE AND ACCEPTANCE OF POSITION**

**Employee name**

**Employee signature**

**Date of acceptance**



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