

Role Description

Educator - Diploma



Title	Educator - Diploma
Classification/Grade/Band	Band 2 Level 1
Group/Unit/Section	Community and Recreation Services /Libraries and Education /Education and Care
Reports to	Centre Director

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Educator - Diploma is responsible for the provision of effective education and care that encourages positive learning outcomes and meets Council's objective of making the Central Coast a place of continual learning.

The position of Educator - Diploma is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Deliver quality education and care functions in accordance with National Quality Framework and Council's policies and procedures;
- Commitment to the implementation of the 10 Child Safe Standards and the ongoing process improvement and review in order to keep children safe;



- Develop and implement customised educational programs to meet the Early Years Learning Framework (EYLF) learning outcomes and the individual needs and interests of children;
- Act as the room leader as required and participate in the review of policies and procedures;
- Accurately and efficiently complete all administration and record keeping functions associated with the position;
- Contribute to the development and improvement of WHS and risk management initiatives and practices for the Unit, including supervision of children to ensure appropriate health, safety and wellbeing is maintained;
- Administration of first aid or other medical treatments (as authorised to children in care in the case of accident or emergency);
- Initiate communication and support to foster positive relationships between the Centre and families whilst maintaining confidentiality in relation to children, families, staff and Council Management;
- Assist in the planning, review and evaluation of early childhood educational programs;
- Represent and promote a professional image on behalf of Council;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures or precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others within the work group or team;



- The work of the Educator – Diploma influences the external environment by ensuring services are consistent with Council standards;
- The Educator – Diploma complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Continuously look for greater efficiency within work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;



- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Support system improvement initiatives and embrace new technologies;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Diploma of Early Childhood Education and Care, combined with ongoing professional development;
- Current First Aid Certificate;
- Current CPR Certificate;
- Current Certificate in Anaphylaxis and Asthma Management;
- Current Working with Children Check;
- Provide evidence of Boostrix (Whooping Cough, Tetanus, Diphtheria); MMR (Measles, Mumps, Rubella) and Hepatitis A & B or the commencement of these vaccinations prior to commencement.

EXPERIENCE

- Previous experience working in an Early Childhood Education and Care environment;
- Excellent communications skills, both written and oral;
- Ability to build effective relationships with staff, children, parents and other stakeholders;



- Ability to be flexible with working hours within core Centre operating times due to legislative staffing ratios.

Key Relationships

Internal	External
Other Council employees (not including direct reports)	Parents/Carers/Families
Section Managers/Team Leaders	Members of the public/residents/ratepayers
Education and Care Staff	Community Organisations
	State and Federal Government Agencies
	Local Schools
	Professional/Industry associations
	Commercial/Industrial/Development representatives
	Consultants/Solicitors and other professionals
	Local Business

