

Role Description

Educator – Certificate III



Title	Educator – Certificate III
Classification/Grade/Band	Band 1 Level 3
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 – Certificate III is responsible for assistance in the provision of effective education and care that encourages positive learning outcomes and meets the Central Coast Council (CCC) objective of making the Central Coast a place of continual learning.

The position of Educator – Certificate III is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Assist in the delivery of quality education and care functions in accordance with National Quality Framework requirements and CCC'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;
- Provide ongoing support to the team and assist with problem solving in conjunction with other staff;
- Accurately and efficiently complete all administration and record keeping functions associated with the position;
- Interact positively with the children to facilitate their learning experiences;
- Supervise children to ensure appropriate health, safety and well-being is maintained;
- Initiate and maintain communication, support and confidentiality to foster positive relationships between the Centre and families and with fellow colleagues;
- Comply with and maintain a thorough knowledge of Council's Education and Care Policies and Procedures;
- Participate in special projects such as Section and centre functions and events;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience;
- Represent and promote a professional image on behalf of Council.

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 and precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others with the work group or team;
- The work of the Educator – Certificate III influences the external environment by ensuring services are consistent with Council standards;



- The Educator – Certificate III 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.

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;
- 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

- Certificate III qualification in early Childhood Education and Care;
- 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;
- Demonstrated understanding of the National Quality Framework;
- Demonstrated knowledge of early childhood practices;
- 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

