

Position Description

Position Title:	Early Childhood Educator (Certificate III)
Business Group:	City Wide Services
Service Unit:	Libraries and Learning
Salary Point:	2
Position Reports To:	Beresfield Child Care Director
Staff Management:	Responsible for own work only
Budget Responsibility:	Nil
Date PD Reviewed:	OCTOBER 2014

Organisation Context of Position

The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, Newcastle City Council has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the City Wide Services Directorate is to:

- Ensure Council's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across Council.
- Facilitate a high level of community connection across and on behalf of Council.
- Ensure services are set at a level that is clearly articulated to the elected Council and which are financially sustainable.
- Set a benchmark for the organisation of exemplary customer service.

The Service Units and Elements that form the City Wide Services Directorate are:

- Art Gallery (Service Element)
- Museum (Service Element)
- Civic Services
- Libraries & Learning
- Customer Service
- Waste Services
- Parks & Recreation

Work Health & Safety

WH&S Level	Level 5
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For specific WH&S Responsibilities, Authorities & Accountabilities applicable to this position, the position holder shall refer to the OH&S Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WH&S Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Participate in the design and implementation of appropriate developmental programs for individual children.
- Assist in the assessment of the abilities of individual children and group dynamics to ensure daily experiences enhance development.
- Actively participate in partnership with others to achieve desired goals.
- Offer learning experiences to engage children's interests.
- Participate in the establishment and maintenance of appropriate physical environments to maintain children's interests.
- Use of appropriate behaviour management strategies.
- Motivate the children to participate in activities.
- Capacity to use materials and equipment to provide appropriate and interesting experiences for children.
- Provide a positive role model for the children.
- Facilitate information sharing.
- Having clear verbal communication with children, families and team members.
- Meet all legislative requirements of Department of Community Services Code of Conduct and Regulations.
- Ensure Accreditation standards are adhered to.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Relevant Criminal History, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

Position Selection Criteria

Essential

1. Ability to participate in assessing the abilities and interests of children to enhance learning potential through evaluation and documentation.
2. Ability to implement appropriate and meaningful experiences based on children's interests.
3. Capacity to interact positively with children.
4. Use of appropriate techniques to guide children's behaviour.
5. Capacity to use of materials and equipment to enhance children's learning opportunities and interests.
6. Ability to participate and promote a team approach.
7. Ability to assess the environment to maintain safety.
8. Certificate III in Children's services.

Highly Desirable

1. Knowledge of Early Years Learning Framework (EYLF) and National Quality Standards (NQS).
2. First Aid Certificate.
3. Previous experience in a Children's Service.