

Position Description

Position title:	Early Childhood Educator (Diploma)
Directorate:	City Wide Services
Service Unit:	Libraries and Learning
Reports to:	Director - Beresfield Childcare Centre
Direct reports:	Nil
Salary point:	5
Work location:	Beresfield Childcare Centre
Date revised:	11 June 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Libraries and Learning?

The purpose of the Libraries and Learning Service Unit is to strengthen the Newcastle community and support the informal learning needs, information and recreation needs of the community. Our vision is to deliver on the Library Strategy and the Community Strategic Plan to provide a world class library and learning service for a smart, liveable and sustainable city. All team members in the Libraries and Learning Unit have a direct interface with the community via our 10 branch service points across the City including a dedicated Local History and research team and dedicated digital services. In addition, the Early Childhood Education centre in Beresfield support high quality - long day care and preschool functions. The Libraries champion community access in providing access to collections and technology and services that digital services focussed on improving the user experience and achieving equitable digital inclusion. We offer quality programs, cultural experiences and lifelong learning activities designed to enhance community wellbeing, knowledge and skills.

What's the focus of this position?

Assess abilities of individual children and group dynamics to ensure daily experiences enhance child development. Design and implement appropriate developmental programs for individual children that are emergent and in line with children's individual strengths and interests.

What you'll be doing:

- Actively collaborate with others to achieve desired goals.
- Offer ongoing interest-based learning experiences that enhance the child's learning and enquiry skills.
- Assess and record children's development, learning and thinking using a variety of documentation methods that are in line with current industry standards and reflect the content of the Early Years Learning Framework and National Quality Framework.
- Establish and maintain appropriate learning environments that are stimulating, aesthetically pleasing and reflect the Centre's philosophy and current room interests.
- Promote positive behaviour in children and implement appropriate behaviour management strategies.
- Be a positive role model for children.
- Share information with families using appropriate tools.
- Employ clear written and verbal communication skills with children, families, team members and the wider community.
- Determine individual work priorities.
- Observe all legislative requirements including the National Quality Framework, the Early Years Learning Framework, the Education and Care Services National Regulations and the ECA Code of Ethics.
- Ensure National Quality standards are adhered to.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

The essentials you'll need:

- Diploma of Early Childhood Education and Care (or equivalent, or be working towards diploma)
- Knowledge and understanding of relevant legislation, regulation and frameworks.
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- Ability to assess the abilities and interests of children to enhance learning potential through evaluation and documentation.
- Ability to design appropriate and meaningful play-based experiences, based on the child's individual interests and strengths.
- Capacity to facilitate learning opportunities and project work through positive interactions with children.
- Ability to determine and use appropriate techniques to guide children's behaviour.
- Experience working with and programming for children with additional needs.
- Ability to use materials and equipment appropriately.
- Ability to assess the environment to maintain safety.
- Ability to participate and promote a team approach.
- Working with Children Check

Other valuable skills you may have:

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

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	