

Position Description

Position title:	Early Childhood Educator (Certificate III)
Directorate:	Creative & Community Services
Service Unit:	Museum Archives Libraries & Learning
Reports to:	Director - Beresfield Childcare Centre
Direct reports:	Nil
Salary point:	5
Work location:	Beresfield Childcare Centre
Date revised:	November 2022

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 at MALL?

Museums Archive Libraries and Learning (MALL) incorporates Newcastle Museum, Newcastle Libraries, Beresfield Child Care Centre, and Fort Scratchley Heritage Site.

MALL is a fully integrated service designed to educate, entertain and enrich lives within our communities, industries and council.

We serve our communities, engaging with all; digitally, within our spaces, and reaching out across the city and region. We are committed to providing the best, broadest, and most inclusive experience. We strive to be attractive and accessible but also intellectually stimulating and beneficial to people's lives. We educate and entertain through both formal and informal means for all ages. We are responsible for creating high-quality lending collections and we are the custodians of broad and significant collections of objects, archive-based material and audio/visual memories. All these collections are held by us on behalf of the people of Newcastle to provide access, preserve and interpret the past and present for our future.

We are known for our integrity, high quality, innovation, sound financial practise, providing opportunities to learn and for our work supporting and creating identity.

We are proud to continue to keep MALL financially accessible to all, as a vital and aligned service of the City of Newcastle. All that we do is a celebration of our city and we are a significant part of the lives and identity of Newcastle's people.

What's the focus of this position?

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.

What you'll be doing:

- 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.
- Ensure assessment and rating standards are adhered to.
- Ensure Accreditation standards are adhered to.

The essentials you'll need:

- Certificate III in Children's Services.
- Ability to participate in assessing the abilities and interests of children to enhance learning potential through evaluation and documentation.
- Ability to implement appropriate and meaningful experiences based on children's interests.
- Capacity to interact positively with children.
- Use of appropriate techniques to guide children's behaviour.
- Capacity to use of materials and equipment to enhance children's learning opportunities and interests.
- Ability to participate and promote a team approach.
- Ability to assess the environment to maintain safety.
- Current Working with Children Check.
- Fully vaccinated against COVID-19 in accordance with CN's Covid Vaccination Policy

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:	