
Assistant Early Childhood Educator

Position description

March 2017



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Position description

Position title	Assistant Early Childhood Educator
Classification	Band 3
Department	Community Strengthening

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented Activity Based Working, operate on Google platform, and where possible we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively whether they are working in the office or out in the community. Our aim is to always be **innovative** and **engagiNG** for our community.

Our core values

Northern Grampians Shire Council is committed to providing a seamless customer experience.

Responsive: We will engage with all stakeholders and listen and respond appropriately to your needs

Innovative: We will be positive and endeavour to find solutions and choice in our service delivery

Continuous Improvement: We will continually strive, within our means, for best possible practice and improvement in service delivery

Prompt: We will respond promptly, within agreed timeframes, to all of your requests

Respectful: We will be respectful and conscious of diversity and make available information and services in an accessible and inclusive manner

Promote inclusion

Northern Grampians Shire Council is committed to promote inclusion of all children and families; we aim to establish a culture that supports:

- cultural safety for Aboriginal children by working in partnership with Aboriginal peoples and Aboriginal community controlled organisations
- cultural safety for children from culturally and/or linguistically diverse backgrounds
- establishing a safe environment for children with a disability

Position objectives

This position has the responsibility to work in partnership with other Early Childhood Educators, children and families to ensure positive outcomes for children in the provision of early years educational services.

Key responsibility areas

Development and Curriculum

- Have knowledge of the Early Years Learning Framework
- Work in partnerships with families to learn about each child's development, interests and care needs.
- Contribute to children's observations, learning stories and other relevant documentation.
- Monitor and respond to children's learning, following up on children's interests.
- Assist the Qualified Early Childhood Educators to review and evaluate experiences, modifications and routines/practices
- Assist to provide safe and stimulating environments which promote children's learning.
- Work with other Early Childhood Educators and professional organisations to effectively promote the inclusion of children with additional needs.

Safety and Wellbeing of children:

- Ensure that children are adequately supervised at all times.
- Role model and promote healthy lifestyles and hygiene to children.
- Provide sun protection to children during warmer months and actively educate children about UV rays and sun protection.
- Establish respectful and caring relationships with children and families.
- Assist to implement daily, individual routines of children.

- Ensure the health and safety and hygiene requirements of children are met at all times.
- Have an understanding of clear boundaries of roles between staff and children.
- Ensure that no child is subjected to any form of corporal punishment or is subjected to any humiliating or frightening practices.
- Understand the nature and risks of child abuse and maintain an open and aware culture
- Establish and maintain a child safe environment as the main consideration in all our activities and management practices.
- Understand and act on the moral and legal imperatives of protecting children in our care.
- Actively empower and promote the participation of children in decision-making
- Undertake work with individual children when required and ensure inclusion into the program.
- Administer prescribed medications with family/guardian authorisation in accordance with Centre's Policies and Procedures and the Education and Care Services National Regulations (2011)
- Respond to emergency situations as determined by regulations and Centre policies and procedures.
- Liaise with other professional organisations as required in consultation with Qualified Early Childhood Educators

Child Protection and Safeguarding Requirements

- Safeguard children's rights and act in the best interests of children at all times
- Comply with child safeguarding and protection guidelines, policy and standards
- Establish and maintain a safe and positive relationship at all times when working with children
- Demonstrate a high standard of behaviour toward children
- Respond to any concerns for safety or wellbeing of a child participating in Northern Grampians Shire Council programs in accordance with child protection legislation, policies and standards

Regulations, Act, and Framework

- Support and contribute to children's learning and development through assisting to implement a curriculum in accordance with the guidelines of the National and Victorian Early Years Learning Framework.
- Work under the guidelines of the Australian Code of Ethics.
- Participate in and actively meet the requirements of the Australian Children's Education & Care Quality Authority's National Quality Standards
- Ensure that the policies of the Centre are adhered to and that the Education and Care Services National Regulations (2011) and the Education and Care Services National Law Act (2010) are complied with.
- Assist to support and offer guidance and information to families on a range of issues

Other Duties:

- Provide supervision and assistance to students and volunteers, ensuring that policies, procedures and regulations are adhered to at all times and that students are able to meet the requirements of their course.
- Assist with general housekeeping duties of the Centre
- Actively participate in staff performance reviews and to attend in-services as identified to enhance knowledge and skills.
- Contribute to Centre newsletters, handbooks, policies and procedures and Australian Children's Education & Care Quality Authority (ACECQA) assessment documentation.
- Work co-operatively with all Early Childhood Educators and Management in all aspects of their work within the Centre.
- Actively promote the Centre within the community
- Attend and actively participate in Educator/Staff meetings, and Centre family functions, having input into centre decision making.
- Perform as directed, other duties that are within the limits of the Educator's skills, competence and training.

Risk management and Occupational Health & Safety Responsibilities

All staff members are to:

- Understand and observe Council's Risk Management Policy, Strategy and related procedures

- Assist their manager in the identification and management of risks to be entered into the Council's Risk Register
- Contribute to the development and implementation of Risk Action Plans, job safety & environmental analysis and risk strategies within their jurisdiction
- Identify, evaluate and mitigate risks associated with their agreed success measures
- Provide timely assistance and requested information in relation to any insurance claim or risk management issue
- Make loss control/prevention a priority whilst undertaking daily tasks in the Council's operations
- Perform their duties in a manner which does not represent an unacceptable level of risk to the health and safety of:
 - Themselves
 - Other employees
 - The Council's customers or visitors
 - Contractors
 - The wider community
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to their manager or supervisor or OH&S Manager to support organisation-wide responses where required
- Encourage the public to respect Council property

Corporate responsibilities

- Ensure that Council's Code of Conduct is adhered to at all times
- Ensure that all policies, procedures and work practices are implemented and adhered to in staffing management, risk management and Occupational Health and Safety
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Team Leader St Arnaud Children's Services
Manages	N/a
External relationships	Families and children, guardians, Early Childhood Professionals, DEECD, ACECQA, Kindergarten Teachers and Educators, Health Professionals, Child Protection/Child First, Inclusion Support Officers
Internal relationships	Coordinator, Educational Leader, Team Leader, Administration Officer, Centre Cook, Early Childhood Educators. Families and Guardians, Council Staff. All other Employees working within the Centre, Maternal and Child Health, Kindergarten, Students, Volunteers and Visitors

Accountability and extent of authority

- Ensuring that the service delivery meets standards set out by the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011, specific guidelines and works under general supervision and ACECQA National Quality Framework
- Under direction from Qualified Early Childhood Educators supervise groups of children as required

Judgement and decision making

- Understanding of procedures within the centre.
- Guidance and advice is always available from Qualified Early Childhood Educators or Team Leader

- In consultation with Qualified Early Childhood Educators and Team Leader maintain and recommend replacement of equipment within the Centre
- In consultation with Qualified Educators answer family concerns, offer support and provide information on development and health issues

Specialist skills and knowledge

- Knowledge and understanding of the Education and Care Services National Regulations (2011), Education and Care Services National Law Act (2010), the National and Victorian Early Years Learning Framework, National Quality Framework, Centre and Council policies and procedures.
- Knowledge of Council's OH&S policies and guidelines.
- Demonstrated knowledge of children's development and behaviour guidance.
- Knowledge of child protection procedures and ability to identify and report child protection issues to relevant authorities.

Management skills

- Basic skills in managing time, planning and organising own work effectively
- Guidance, advice and training of other staff in routine matters
- Ability to work positively as a member of a team
- Ability to liaise effectively with clients
- Ability to use initiative and work unsupervised as required

Interpersonal skills

- Basic skills in managing time, planning and organising own work effectively
- Guidance, advice and training of other staff in routine matters
- Ability to work positively as a member of a team
- Ability to liaise effectively with clients
- Ability to use initiative and work unsupervised as required

Qualifications and experience

- Certificate III in Community Services or equivalent as required under Education and Care Services National Regulations (2011)
- Previous experience in a similar role is desirable.

Selection criteria

- Relevant qualifications as specified above.
- Demonstrated ability to meet the Education and Care Services National Regulations (2011), Education and Care Services National Law Act (2010), the National and Victorian Early Years Learning Framework, The National Quality Framework.
- Knowledge of children's development.
- Ability to observe and document children's development, behaviour, interests, skills, ideas and strengths.
- Ability to contribute to a children's services curriculum/program.
- Ability and commitment to work as part of an early childhood education team.
- Excellent communication and customer focused skills.

Conditions of employment

Conditions of employment are in accordance with the Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018 and Northern Grampians Shire Council policies and procedures.

Tenure - Casual

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.
Position subject to a current national police check to be updated every three years and assessed as suitable to work with children.

Competency requirements - This position will be required to maintain the following competencies:

- Level 2 First Aid & CPR
- accredited anaphylaxis and asthma training

Desired competency -

- Food handling
- Certified supervisor

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee’s entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	March 2017
Prepared by	Human Resources Officer
Approved by	Manager Human Resources