



INFORMATION PACKAGE

POSITION VACANT

PLAYGROUP EDUCATOR (PART TIME)

FIXED TERM CONTRACT UNTIL 30 JUNE 2023

REF NO: ESC439

CLOSING DATE: 4.30PM THURSDAY 6 MAY 2021

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PO Box 99
MORUYA NSW 2537

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Louise Hatton on 02 4474 1280



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Playgroup Educator (Part Time)

Position Code	TPLED
Division	Community Development & Participation
Location	Based from main administration office, Moruya
Band/Level	Administrative / Technical / Trades Band 2 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To assist in the provision of 3Bs Playgroups.

Main duties and key result areas (KRA)

1. Assist in the provision of a program that is developmentally and culturally appropriate to the needs, interests and abilities of the children and their family.
KRA 1: Ensure that the Service policies and procedures are complied with at all times to provide a safe, healthy and caring environment.
KRA 2: Supported and encouraged Parents/carers involvement in the 3Bs playgroup in a nonjudgmental way. Actively engage with children and parents to facilitate interactive play using a strength based approach.
KRA3: Participate in community events including those outside normal working hours.
2. Provide appropriate information on the 3Bs service to families as required.
KRA 4: Promote the service and assist in maintaining high levels of client satisfaction.
3. Ensure working practice and principles conform to the guidelines set out in the *National Education and Care Regulations and Standards* and *Department Of Social Services funding agreement*. Support the implementation of the Early Learning Years Framework, *Being, Belonging, and Becoming* in the playgroup activities so as to provide a nurturing, happy, safe and healthy program. Ensure playgroup is run in a way that reflects *Playgroup Principles and standards*.
KRA 5: Attend meetings, training and professional development to ensure the laws, regulations and standards associated to this profession are maintained.
KRA 6: Assist in documenting observations, reflections and programming activities.
KRA 7: Assist in collecting data and entering data as per funding requirements.
4. Assist the supervisor in the operation of a quality 3Bs playgroup and be available and able to act as relief supervisor as required.
KRA 8: Prepare, organise and purchase supplies for morning/afternoon tea and contribute with the menu planning in a timely manner and to the required standard.
KRA 9: Assist with the induction and processing of new staff, children and families ensuring it is accurate and complies with council standards.
KRA 10: Assist with the delivery of programs including setup and packing up of equipment, that it is performed in a timely manner and to the required standards. Ensure the van is kept clean and secure, that child resources are maintained and accounted for and venues are left as per hire agreements.

5. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.

6. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Must be 21 years of age or over at the time of appointment.
2. Demonstrate an interest and enjoyment in working with children aged 0-5 years and their families.
3. Have previous experience in working with children aged 0-5 years and their families.
4. Demonstrate enthusiasm, energy, initiative, punctuality, reliability, professional outlook and attire that fits to council's public image.
5. Have good communication skills relating to working with the general public and various ages of children.
6. Demonstrate an understanding of the developmental needs of children 0-5 years of age.
7. Have an ability to work as part of a team and work autonomously when required.
8. Is able to participate in all aspects of the daily operation of the 3Bs Playgroup and a willingness to lead activities such as storytelling and sing-along sessions.
9. Demonstrate experience in the ability to work as a supervisor when required including team leadership skills as well as experience in planning activities for children, record keeping and money handling skills.
10. Must be physically fit to undertake the requirements of the role unpacking and repacking duties.
11. Willingness and ability to follow EEO and diversity principles and practices.
12. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Is currently studying or has completed a recognised early childhood education and/or teaching qualification or relevant field.
2. Has work place experience in or related to early childhood.
3. Has computer literacy.
4. Has had playgroup experience or an understanding of different types of playgroups.

Licence requirements

The following is the list of license requirements for this role:

Mandatory licences required prior to commencement

1. First Aid Certificate
2. Working With Children Check Clearance
3. Approved Child Protection Certificate
4. Current Asthma and Anaphylaxis Management Certificate
5. National Criminal History Check
6. Holds a current NSW Class C Driver's License and has the ability to drive a range of vehicles, including a van.

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

Verified clearance as a result of a Working with Children Check is required as well as an assessment of the results of a National Criminal History Record Check

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Louise Hatton – Coordinator Children's Services
DATE: April 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Playgroup Educator (Part Time)
Reference Number:	ESC439
Grading:	Grade 10 of Council's salary system
Salary Range:	In the range of \$36.72 to \$39.12 gross per hour comprised of: * \$33.53 to \$35.73 base salary, * \$3.19 to \$3.39 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each result will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.



Hours of Work: Fixed term part-time, minimum 18 hours per week.

Hours will vary depending on Playgroups, for example:

Week 1

Tuesday and Wednesday - 7.30am to 12.30pm

Thursday and Friday – 8.30am to 12.30pm

Week 2

Monday and Wednesday – 7.30am to 12.30pm

Thursday and Friday - 8.30am to 12.30pm

Additional hours will be required from time to time for programming, events, meetings and other tasks. These will be arranged by agreement with your supervisor.

Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and will be required to work at various locations across the Shire.

Leave Entitlements: Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

