



Position Description

Casual Early Childhood Educator
(Certificate III)

About Council

Georges River Council is a leading, people-focused organisation with approximately 600 staff members. Our people are working to make the Georges River area an accessible, green, diverse and innovative community and economy. We are dedicated to providing vibrant public places, sustaining and developing a thriving creative culture, helping protect our natural environment, and making our suburbs more liveable.

Our organisation is made up of a committed, talented, and diverse workforce. Our vision, mission and values underpin all that we do to successfully achieve our Community Strategic Plan (CSP) and implement our Delivery and Operational Plans.

Mission, Vision and Values

Mission: A leading people-focused organisation delivering outstanding results for our community and city.

Vision: Naturally connected to place, community and Country.

Values:



United

We will work collaboratively as one team with common purpose and respect.



Professional

We will act with integrity and seek opportunities to learn and grow.



Honest

We will be open and truthful with each other and our community.



Accountable

We will own our decisions and actions as we strive for excellence.

To find out more please visit
georgesriver.nsw.gov.au/Council/Careers

Child Protection

At Georges River Council we are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and young people and will uphold our commitment as a child safe organisation.

EEO

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

Workplace Health and Safety

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

Conditions of employment

Conditions of employment are in accordance with Council's Code of Conduct, as specified in the employment contract.

Otherwise, employment at Georges River Council is governed by Council policies, procedures and the Local Government (State) Award 2023.

About the directorate

Community and Culture

The Community and Culture directorate works in partnership with the community to ensure it is social and culturally connected. Our teams provide diverse and vibrant programs, service and facilities that bring together communities, deliver cultural and creative engagement opportunities and support the informational needs of our community.

- Community and Early Learning Services
- Cultural Engagement and Library Services
- City Life

About the position

Title

Casual Early Childhood Educator (Certificate III)

Position number

900011

Directorate

Community and Culture

Business unit

Community and Early Learning Services

Reports to

Coordinator Early Learning Services

Direct reports

Nil

Classification/grade

3

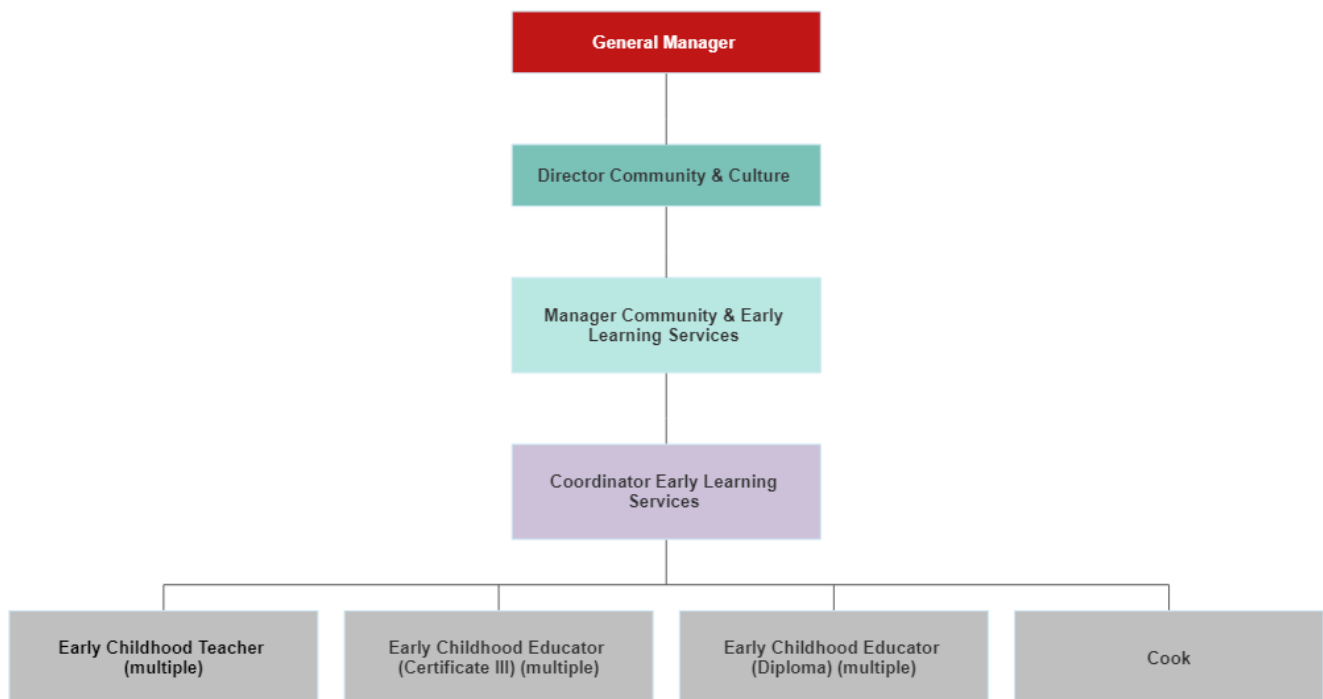
Child protection tier

Tier 1 - Working directly with children

Position purpose

To provide a friendly, secure and stimulating learning environment for all children attending the Centre, and to assist in the planning and implementation of programmes which meet the developmental, cultural and special needs of children in care. To provide support to, and ensure regular communication with parents of children in care.

Direct reports/Organisational structure



Key accountabilities

- To assist in the planning, implementation and evaluation of the daily programme in consultation with other team members.
- Implement the programme and daily routine in a flexible manner compatible with the needs of children in care, and at the direction of the team/Director.
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- Implement the programme and daily routine in a flexible manner compatible with the needs of children in care, and at the direction of the team/Director.
- Assist in the provision and maintenance of information for children's developmental records.
- Assist in planning, preparing material and setting up the play environment.
- Interact and become involved with children and ensure their individual needs are met at all times.
- Be actively involved with children as individuals and a group, assisting them to cope with daily routines and to develop their basic skills.
- Implement plans for developing responsible behaviour and ensure all interactions between staff and children incorporate a social justice approach.
- Share responsibility for the safety and hygiene of children, staff and students within the Centre's environment including ensuring appropriate cleaning and food handling practices.
- Provide role-modelling and on-the-job training to other team members, and to students as required.
- Be an active member of the teaching team, including attendance at staff meetings, ensuring a cooperative teamwork approach and promoting good communication between staff members.
- Implement and promote inclusive policies and practices.
- Co-operate and work collaboratively with families, ensuring regular communication regarding the care and specific needs of their children, and ensuring that families feel comfortable and motivated to become involved in the Centre.
- Attend centre functions as required.
- Convey information regarding the Centre and its policies accurately to families members of the public.
- Respond to telephone and face-to-face enquiries from the general public, providing accurate information and appropriate referrals in a friendly and courteous manner, and promoting a positive image of the Centre at all times.
- Be aware of licensing and other legislative requirements to ensure the Director is advised of all operational matters relevant to these requirements (including NSW Children's Services Regulations, QIAS requirements, WHS Act and Regulation, Privacy Act, Child Protection legislation, Record Keeping and Food Safety legislation).
- Ensure the implementation of professional standards of care and compliance with the Code of Conduct and the policies and procedures of the centre by other staff through role modelling and on the-job training.

Performance criteria/expectations/measurements

Performance expectations for this position are as agreed and outlined in the position description and in Council's Performance Excellence Program.

What we're looking for

Knowledge, Skills and Qualifications

- Certificate III in Children's Services.
- Current First Aid Certificate, Anaphylaxis and Asthma Management Certificates, with at least 6 months until expiry.
- Current Working with Children Check, with at least 6 months until expiry.
- Sound oral and written communication skills in English.
- NSW Department of Education and Communities approved Child Protection Training Certificate.
- Ability to work as a member of a team, and to provide role-modelling as appropriate.
- Good oral communication skills and ability to relate well to children, Families , staff, volunteers and the community.
- Previous experience working as a Child Care Assistant preferably with children 0-5 years of age in a Child Care Centre.

Other Desirable Attributes

- Food Handling and Preparation Training or Certification.
- Demonstrated experience working with groups of children aged 0-5years in a child care setting (or similar) or other training or work experience that has involved study and /or interactions with families and young children.
- Demonstrated ability or willingness to work as a member of a multi-disciplinary team.
- Demonstrated ability or willingness to develop partnerships with all stakeholders who are from diverse backgrounds (children, family members, co-workers, other Council employees, volunteers, students and community members) .
- Demonstrated ability or willingness to prioritise and meet study and work commitments and/or deadlines.
- Ability to speak a relevant community language e.g. Arabic, Cantonese, Mandarin, Greek.Ability to prioritise work and meet deadlines.
- Demonstrated ability and willingness to work with staff and families from diverse cultural backgrounds and children and families with special needs.
- Broad knowledge of child development.
- Demonstrated experience in assisting in the planning, implementation and evaluation of Centre programmes.