



Position Description

Casual Early Childhood Educator
(Diploma)

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 (Diploma)

Position number

900013

Directorate

Community and Culture

Business unit

Community and Early Learning Services

Reports to

Coordinator Early Learning Services

Direct reports

Nil

Classification/grade

5

Child protection tier

Tier 1 - Working directly with children

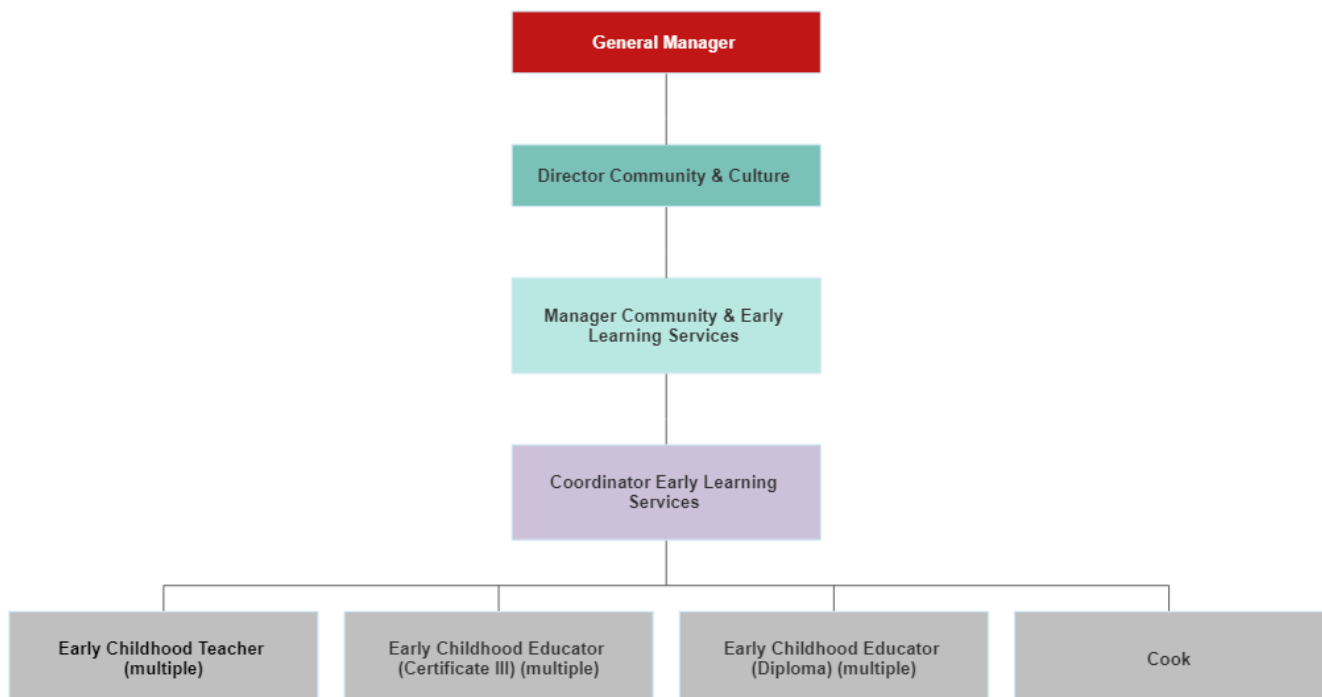


Position purpose

To provide a friendly, secure and stimulating learning environment for all children attending the Centre, and to develop and implement programs which meet the developmental, cultural and additional needs of children in care.

To provide support and provide information to parents regarding the needs and developmental progress of their child(ren) and provide specialist information and advice in regard to particular areas of concern as requested or required by parents.

Direct reports/Organisational structure



Key accountabilities

- 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.
- Ability to support individual staff members and volunteers
- Ability to work as member of a team and promote a co-operative teamwork approach
- Ability to prioritise work and meet deadlines
- Demonstrated ability and experience in planning appropriate activities in a range of curriculum areas
- Design, implement and evaluate appropriate programs for children in cooperation with other team members, ensuring that a range of activities and experiences are provided which meet the developmental, learning, cultural and additional needs and interests of each child.
- Monitor each child's progress by maintaining an individual profile and weekly written record of the program, ensuring that the child's individual records are used in the development of the program
- 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.
- Ensure programs and all interactions between staff, volunteers and children recognise and incorporate a social justice approaches
- Establish and implement plans for developing responsible behaviour
- Share responsibility for the safety and hygiene of children, staff, students and volunteers within the Centre's environment including ensuring appropriate cleaning and food handling practices
- Be an active member of the team, ensuring a co-operative teamwork approach and promoting good communication between staff members.
- Provide specialist support and on-the-job training and role-modelling to untrained and relief staff, volunteers and students as appropriate or required.
- Provide ongoing support and supervision, and on-the-job training of all staff, volunteers and students, in order to ensure a high standard of care is provided
- Implement and promote inclusive policies and practices
- Ensure that staff are informed of hygiene, health and safety standards practices, policies and monitor the implementation of such standards in the day-to-day care of the children
- Adhere to guidelines, policies and regulatory requirements of Council, State and Federal Government.
- Assist in the development, implementation and evaluation of relevant policies and procedures which relate to the Centre Philosophy and goals
- Assist in maintaining accurate records of fees, children's attendance, enrolments and programs
- Collect and receipt fees and monies and maintain accurate records of monies collected
- Assist the Director and other staff with selection of appropriate resources for the Centre
- Co-operate and work in partnership with families, ensuring regular communication regarding the care and specific needs of their child/ren, 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 and 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

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

- Diploma in Children's Services or equivalent. (for the purposes of the Education and Care Services National Law, and published in accordance with regulation 137(1)(a) of the Education and Care Services National Regulations)
- 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.
- NSW Department of Education and Communities approved Child Protection Training Certificate.
- Previous experience working with children 0-5 years of age, in a Childcare Centre setting.
- Previous experience working with children 0-5 years of age, preferably in a centre based setting
- 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, parents, staff, volunteers and the community.

Other Desirable Attributes

- Knowledge of NSW Children's Services Regulations, QIAS.
- Demonstrated report writing and documentation skills in maintaining developmental and daily program records
- Demonstrated ability to work with staff, volunteers and families from diverse cultural backgrounds and with families with additional needs.
- Demonstrated knowledge of child development and learning and experience in the application of that knowledge in the implementation and evaluation of Centre programmes.
- Understanding and knowledge of and ability to refer appropriately to relevant children's services and agencies
- Understanding of a philosophy and curriculum that promotes social justice.