



POSITION DESCRIPTION

Position Title	Early Childhood Educator– Diploma Qualified	
Directorate	Community	
Service	Children’s Services	
Responsible to	Children’s Centre Coordinator	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	TBA	
Status	Permanent Full-Time	
Hours	Based on a 35-Hour week	
Salary steps	17 to 30	
Allowances	As applicable to the position	
Pre-employment checks Legislative	<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Pre-employment medical	
Date reviewed: 18 May 2022		Reviewed by: Senior Manager Children’s Services

POSITION PURPOSE

Our Diploma-qualified Educators are accountable for:

- supporting the Nominated Supervisor in the day-to-day running of the Education and Care Service
- planning, programming, and implementing a caring, safe, and enriching learning environment for the children
- developing quality partnerships with children, families, colleagues, and the wider community

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Two-year TAFE Diploma of Children's Services or equivalent, including modules relevant to working with babies and children under 2 years of age
2. Experience as an active and collaborative educator for children aged 6 weeks to 6 years, with sound working knowledge of child development, positive behaviour guidance techniques and strategies for children
3. Proven ability to apply knowledge and evidence of the following:
 - Current NSW Working with Children Check clearance
 - Identify and Respond to Children at Risk of Harm Statement of Attainment or willingness to undertake the course
 - Child Protection and Mandatory Reporters requirements and guidelines
 - Current First Aid Certificate including emergency management of asthma and anaphylaxis, or willingness to undertake the course
4. Willingness to undertake role of Responsible Person under the National Education and Care Services Regulations
5. Demonstrated ability to plan and implement developmentally appropriate and inquiry/interest-based programs for individual children and groups of children
6. Working knowledge of the National Quality Framework including: National Quality Standards, National Education and Care Services Regulations, Early Years Learning Framework and Assessment and Rating System
7. Ability and willingness to provide leadership and professional support where appropriate and requested by Nominated Supervisor
8. Proven ability and commitment to work as a self-motivated and active part of a team
9. Proven interpersonal skills, including the use of verbal, written and technological communication and basic computer skills
10. Ability to provide excellent customer service including interacting and communicating effectively with children, parents, staff, and other stakeholders
11. Knowledge and understanding with a commitment to implement EEO, WH&S, environmental protection, and sustainability principles

Desirable Criteria:

1. Centre based Education and Care experience.
2. Willing to undertake the role of Educational Leader as required by the Nominated Supervisor or Approved Provider
3. Statement of Attainment in Nutrition and Menu Planning (HLTNA302B) and Safe Food Handling (THHGHs01B)
4. Knowledge of a Second Language and experience working in culturally diverse communities.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Ensure a dynamic learning environment by:

1. Abiding by the Education and Care Services National Law and Regulations; the National Quality Standards; the Early Years Learning Framework; child protection legislation, the Early Childhood Australia Code of Ethics, the UN Convention on the Rights of the Child and the relevant Children's Services Protocols and Procedures
2. Actively participate in the development, implementation, evaluation and documentation of a play-based curriculum that is responsive to and reflects the emerging skills, strengths and interests of children within the National Quality Framework, applying the Early Years Learning Framework:
 - a. Utilise input from other staff, parents/families, and external experts to meet the physical, emotional, social, and intellectual needs of the children, including appropriate positive behavioural guidance strategies and procedures.
 - b. Identify the children's needs, interests and behaviours through observation and maintaining individual development records as a basis for curriculum choice, planning, reflection, and evaluation.
 - c. Provide rich, stimulating, age appropriate learning spaces and experiences that promote, encourage, and foster a sense of wonder, curiosity, learning and independence and implement intentional teaching strategies to scaffold children's interests and learning
3. Assist and support the Nominated Supervisor or Educational Leader in overseeing the continuous quality improvement process, reflection, review, and evaluation of the centre's overall program, curriculum development and learning environments

Provide quality, nurturing education and care by:

1. Consistently interact with children in a caring and positive manner to provide a safe, non-threatening environment
2. Treat each child with dignity and respect as an individual; observe and document interests, development and behaviours on an ongoing basis and respond to their needs accordingly
3. Respect, promote and guide children's understanding and acceptance of people with colour, language, cultural background, gender, and physical ability different from their own
4. Promote and guide positive techniques of guidance, redirection, and reinforcement with children to assist them to self-regulate their own behaviours, their interactions with each other and between children and educators
5. Respond as a mandatory reporter in accordance with regulations and pro-actively protect children and their rights, following Council's and Children's Services Child Protection policies, protocols, and procedures
6. Collaboratively and actively support the provision of a comfortable, inviting, stimulating, caring and safe environment
7. Develop calm and purposeful transition and mealtimes, utilising opportunities for learning experiences

Provide appropriate physical care by:

1. Participate and contribute to:
 - a. all aspects and routines of the day to meet children's physical needs and maintain high standards and best practice for health, hygiene and safety for children, colleagues, and visitors
 - b. centre tidiness/cleanliness as part of the daily routine
 - c. menu/nutrition planning and assist with food service as required
 - d. checking the outdoor environments each day for noxious/dangerous/inappropriate items

- e. secure the building before leaving the premises upon closure for the day
- 2. Engage in active and appropriate supervision of children, maintaining educator to child ratios whilst on the premises of the centre and during excursions
- 3. Respond, report and record illness, injury, accidents, emergencies and/or disclosures according to protocols
- 4. Follow Council's Protocols and Procedures, specifically those related to overall health and safety of children and staff and in preventing the spread of infection

Contribute to the professional principles of Council and the Centre by:

- 1. Read and implement Council's and the Children's Services Protocols and Procedures and participate in the continuous and ongoing review process of the operational protocols and procedures
- 2. Participate, contribute, and assist with day-to-day operational requirements:
 - a. Answer enquiries, record and pass on messages as required
 - b. Share equally in the workload and be flexible in the rotation of centre shifts
 - c. Actively participate and contribute in staff meetings and other cross-organisational meetings and activities as required
 - d. Assist and guide casuals/students/new staff to follow procedures i.e. behaviour guidance, engaging in child-directed play, using appropriate language, active supervision, and service routines
 - e. Engage in cleanliness and general maintenance of the workplace, ensure all equipment and resources are respected and preserved to an optimum level
 - f. Maintain regular attendance and inform the Nominated Supervisor as soon as possible of illness so that rosters can be rearranged and/or casual staff employed
- 3. Develop and maintain professional, co-operative, respectful, responsive and appropriate interactions and relationships with staff, parents/families, including children's day-to-day activities, their development and any issues that are other than routine and all internal and external customers and stakeholders, maintaining privacy and confidentiality
- 4. Assist and support the Nominated Supervisor in overall management of the service:
 - a. In all areas of service provision, including the implementation and review of the service's philosophy
 - b. Where appropriate lead, motivate, inspire, mentor, and supervise educators and staff
 - c. Accept and give advice and feedback; be open to new ideas and sharing materials, resources, and information
 - d. Actively participate in review and continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities
- 5. Participate in personal and professional development:
 - a. Demonstrate initiative, innovation and flexibility in undertaking tasks, projects and other allocated work as required, undertaking self-reflection to improve personal and professional practice
 - b. Take personal responsibility for conducting behaviour within Council's values and in an ethical and professional manner
 - c. Source and engage in on-going training and development opportunities and activities available within Council and the Early Childhood sector as the basis for continual personal and professional growth, to ensure up-to-date early childhood knowledge, legislation, research, theory and practice, including maintaining NESA requirements and accreditation
- 6. Undertake other projects/duties as required by Nominated Supervisor or Approved Provider delegates

KEY RELATIONSHIPS:

- Internal:** Children's Services staff and the broader Community Division; Corporate staff; Environmental and Sustainability staff; Facilities Management staff
- External:** Children, their parents and/or carers and extended families; community members in general; non-government and government agencies servicing families and children; suppliers

INHERENT PHYSICAL REQUIREMENTS:

Functional Requirements:

1. Ability to walk on various surfaces this can include at times wet floors.
2. Ability to bend, squat and kneel for long periods of times.
3. Ability to lift and carry varied weights frequently
4. Ability to perform repetitive tasks with upper limbs.
5. Ability to stand for prolonged periods, intermittently for up to 6-7 hours a day

Physical Attributes:

1. Possess good special perceptive and balance.
2. Possess good fine motor skills to operate equipment.
3. Full functional use of shoulders, arms, wrists, and hands.
4. Full functional use of lower back, hips, knees, and ankles.
5. Possess grip strength
6. Full range of movement of the neck
7. Ability to tolerate the outdoor environment (heat, cold, wet, humidity)

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, _____ have read and understood the position description for the **Early Childhood Educator - Diploma Qualified** as detailed in this document.

Signature: _____

Date: / /