



## POSITION DESCRIPTION

<b>Position Title</b>	Early Childhood Educator – Certificate III	
<b>Directorate</b>	Community	
<b>Service</b>	Early learning Services	
<b>Responsible to</b>	Centre Director	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	TBA	
<b>Status</b>	Full-time / Part-Time / Casual	
<b>Hours</b>	Based on 35 hours	
<b>Salary Point</b>	9 to 22	
<b>Allowances</b>	As applicable to the position	
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Pre-employment medical	
<b>Date reviewed:</b> 26 November 2021		<b>Reviewed by:</b> Senior Manager Children's Services

## **POSITION PURPOSE**

Our Early Childhood Educator – Certificate III educators are accountable for:

- assisting and supporting the Nominated Supervisor in the day to day running of the Education and Care Service
- contributing to the planning, programming and implementation of 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. Certificate III in Children's Services (CHC30402 or equivalent)
2. Experience with and/or willingness to be an active and collaborative educator with children aged 6 weeks to 6 years, including 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:
  - a. a current NSW Working with Children Check clearance
  - b. hold Identify and Respond to Children at Risk of Harm Statement of Attainment or willingness to undertake the course
  - c. Child Protection and Mandatory Reporters requirements and guidelines or willingness to learn
  - d. Hold current First Aid Certificate including emergency management of asthma and anaphylaxis, or willingness to undertake the course
4. Willing to undertake role of Responsible Person under the National Education and Care Services Regulations
5. Demonstrated experience in contributing to and/or planning and implementing developmentally appropriate and inquiry/interest-based programmes for individual children and groups of children.
6. Working knowledge of National Quality Framework including: National Quality Standards, National Education and Care Services Regulations, Early Years Learning Framework and Assessment and Rating System.
7. Proven ability and commitment to work as a self-motivated and active part of a team.
8. Proven interpersonal skills, including the use of verbal, written and technological communication and basic computer skills.
9. Ability to provide excellent customer service including interacting and communicating effectively with children, parents, staff and other stakeholders
10. 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. Undertaking formal training in Centre-based Education and Care.
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:**

### **Provide 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 Early Learning Services Protocols and Procedures.
2. Participate in and contribute to 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. Provide input into programs to meet the physical emotional, social and intellectual needs of the children, including appropriate positive behavioural guidance strategies and procedures.
  - b. identifying 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. Assisting and supporting the Nominated Supervisor or Educational Leader in overseeing the continuous quality improvement process, reflection, review and evaluation of the centre's overall programme, curriculum development and learning environments

### **Provide quality, nurturing care by:**

1. Consistently interacting with children in a caring and positive manner to provide a safe, non-threatening environment.
2. Treating each child with dignity and respect as an individual; observing and documenting interests, development and behaviours on an ongoing basis and responding to their needs accordingly.
3. Respecting, promoting and guiding 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. Understanding the responsibility as a mandatory reporter and pro-actively protect children and their rights, following Council's and Early Learning Services Child Protection policies, protocols and procedures.
6. Collaboratively and actively support the provision of a comfortable, inviting, stimulating, caring and safe environment.
7. Developing calm and purposeful transition and mealtimes, utilising opportunities for learning experiences.

### **Provide appropriate physical care by:**

1. Participating and contributing 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. Engaging in active and appropriate supervision of children, maintaining educator to child ratios whilst on the premises of the centre and during excursions
3. Responding to, reporting and recording illness, injury, accidents, emergencies and/or disclosures according to protocols
4. Following 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. Reading and implementing Council's and the Early Learning Services Protocols and Procedures and participating in the continuous and ongoing review process of the operational protocols and procedures.
2. Participating in, contributing to and assisting with day to day operational requirements:
  - a. answering enquiries, recording and passing on messages as required
  - b. sharing equally in the work load and being flexible in the rotation of centre shifts
  - c. active participation and contribution in staff meetings and other cross-organisational meetings and activities as required.
  - d. assist casuals/students/new staff to follow procedures ie. 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, ensuring 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. accept and give advice and feedback; be open to new ideas and sharing materials, resources and information.
  - c. 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. Taking personal responsibility for conducting behaviour within Council's values and in an ethical and professional manner.
  - c. Sourcing and engaging 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.
6. Conducting other projects/duties as required by Nominated Supervisor or Approved Provider delegates

**KEY RELATIONSHIPS:**

**Internal:** Children Services Educators, Centre Directors, Early Learning Management, Internal Council staff eg maintenance staff.

**External:** Parents and families, suppliers, referral support services.

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

### Applicant Declaration

I, \_\_\_\_\_ have read and understood the position description for the **Early Childhood Educator – Certificate III** as detailed in this document.

Signature: \_\_\_\_\_

Date:        /        /