

Position Description



Position Title:	Early Childhood Educator (Certificate III)
Position Number:	C03000
Purpose of Position	Work in conjunction with the Director (TCCC) and other staff to provide a best practice service that complies with current Education and Care Services National Regulations. To assist in the planning, implementation and monitoring of developmentally appropriate programs and daily routines for children 0-5 years of age. To assist in ensuring a safe, secure, caring and developmentally appropriate environment is maintained.
Grade of Position:	Band 2 Responsible for completion of regularly occurring tasks with general guidance on a daily basis.
Hours of Work:	Casual
Department:	Community
Section:	Thomas Carlyle Children's Centre
Position Reports to:	Director - Thomas Carlyle Children's Centre
Number Supervised:	Nil
Approved by:	Director Community, July 2018

CONTACTS

Key Contacts Within Department

- Director, Thomas Carlyle Children's Centre
- Manager Community Development

Key Contacts in Other Departments

- People and Culture

Key Contacts Outside Council

- Parents and family members of children in care and those within the community

Budget Allocation: Nil

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

Signature:

Date:

GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a high standard of housekeeping and a safe work area
 - Identify and report all hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - Meet reporting timeframes
 - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Statement of Business Ethics
 - Behave ethically and transparently
 - Contribute towards the achievement of Council's strategic plans
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
 - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Work cooperatively to achieve Work Plan timeframes and measures
 - Regularly review with supervisor own performance against required outcomes
 - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete induction/re-induction program
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
 - Be accessible and provide customers with clear and accurate information
 - Deliver timely, punctual and reliable service to customers
 - Communicate with customers in a professional and courteous manner
 - Maintain a good flow of communication with customers
 - Manage customer enquiries, records and complaints
 - Complete all paperwork and on-line recording within required time limits
 - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
 - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

1. Required Qualifications/Certificates

- Certificate 3 Early Childhood Education and Care (or equivalent)
- Current First Aid Certificate
- Recent Child Protection Training
- Current Asthma and Anaphylaxis Certificate
- Clearance to work with children as required under the Working with Children Check in accordance with the *Child Protection (Working With Children) Act 2012* and the *Child Protection (Working With Children) Regulation 2013*.
<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

2. Required Experience

- Previous experience working with children 0 – 5 years
- Experience working within a Long Day Care Centre

3. Required Skills

- To display a positive, flexible and can-do professional attitude towards work incorporating conflict resolution skills
- Display a keen interest in child development and best practices through the practical application in the day to day interactions with the children
- Able to communicate and work effectively with staff, parents and children to assist with the organisation of the daily routine and environment
- Uphold the Centre's Code of Conduct

OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Be aware of licensing and other legislative requirements to ensure the Centre Director is advised of all operational matters relevant to these requirements including: NSW Childrens Services Regulations, WHS Act and Regulations, Child Protection legislation.
- Ensure the implementation of professional standards of care and compliance using the Council Code of Conduct and the policies and procedures of the centre providing input, role modelling and training.
- Comply with Education and Care Services National Regulations under the children (Education and Care Services) National Law (NSW)
- Ensure compliance as a mandatory reporter, which requires a report to be made where there are reasonable grounds to suspect that a child is at risk of harm.
- Apply the ECA Code of Ethics into practice and across the workplace and promote inclusive policies and practices.
- Participate in the National Quality Standard process
- Willingness to assist and accommodate team members and Centre needs as they arise and take on additional responsibilities and roles when required
- Work as a member of a team and promote a cooperative teamwork approach by promoting good communication between all stakeholders
- Assist staff to ensure the appropriate running of daily routine within a range of curriculum areas in cooperation with other team members.
- Ensure child/staff ratios are maintained and that the individual needs of children are met through interaction and active supervision.
- Assist and contribute to the program and curriculum and children's developmental records
- Maintain the environment through safety and hygiene for children, staff, and visitors by means of appropriate cleaning and hygiene, and the reporting of any maintenance matters.
- Build respectful relationships with children, families and colleagues communicating in accurate and respectful manner.
- Assist staff to organise room and centre celebrations and events
- Attend staff training and staff meetings as required
- Maintain currency of essential qualifications