

Position Description



Position Title:	Early Childhood Educator (Diploma)		
Position Number:	C0648		
Purpose of Position	<p>Work in conjunction with the Director TCCC and other staff to provide a best practice service that complies with Education and Care Services National Regulations. To plan, implement and monitor developmentally appropriate programs and daily routines for children 0-5 years of age in conjunction with other members of the child care team.</p> <p>To ensure a safe, secure, caring and developmentally appropriate environment is maintained. To liaise with parents and other professionals with regard to the children in your care.</p>		
Grade of Position:	<p>Band 3</p> <p>May be responsible for supervising staff in operational duties or for work requiring the application of trades, administrative or technical skills.</p>		
Hours of Work:	Casual		
Department:	Community		
Section:	Thomas Carlyle Children's Centre		
Position Reports to:	Director, Thomas Carlyle Children's Centre		
Number Supervised:	Nil		
	2017/216151		
Trim Reference:	Director Community	Date:	February 2022
Approved by:			

CONTACTS

Key Contacts Within Department

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

Key Contacts in Other Departments

- People & Culture

Key Contacts Outside Council

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

Budget Allocation: N/A

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

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Signature:

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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

- Diploma of Early Childhood Education and Care (or equivalent)
- Current First Aid certificate
- Current Child Protection Training Certificate
- 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

- Experience working with children 0-5 years
- Experience working within a Long Day Care Centre
- Experience using the Early Years Learning Framework approach and current best practice models to plan, implement and evaluate programs and activities for children age 0-5 years.

3. Required Skills

- To display a positive, flexible and can-do professional attitude towards work incorporating conflict resolution skills
- Demonstrated report writing and documentation skills in maintaining developmental and daily program records.
- Knowledge of child development and best practices through the practical application in day to day programming and interactions within the centre
- Communicate with parents professionally
- Ability to monitor, interact, evaluate and meet diverse child, family and community needs, including cultural, language and additional needs

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
- 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.
- 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.
- Liaise with Centre Director on a regular basis regarding children's progress, room functionality, inter-relationships and any concerns.
- Monitor each child's individual progress by maintaining and contributing to individual records that are used in the development of the program.
- 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.
- Ensure that support and role-modelling is provided to volunteers, students and relief staff to ensure a high standards of care for the children and families.
- Build respectful relationships with children, families and colleagues communicating in accurate and respectful manner.
- Organise room and centre celebrations and events
- Attend staff training and staff meetings as required
- Maintain currency of essential qualifications