



# POSITION DESCRIPTION



Our organisation prides itself on getting results, training and development, valuing diversity, community partnerships and excellence in customer service.

<b>Position Title:</b>	Child Care Assistant (Trainee) - Floater	<b>Department:</b>	Corporate Services
<b>Reports to:</b>	Director of Gwydir Day Care, Early Childhood Teacher and Group Leaders		
<b>Subordinate Positions:</b>	Nil		
<b>Classification:</b>	Band 1 Level 1 Trainee 4 \$462.69 per 25 hour week.	<b>Additional Benefits:</b>	9.5% Superannuation, Uniform Allowance, Ability to Salary Sacrifice
<b>Basis of Employment:</b>	Temporary (Term 24 months Cert III or 36 months Diploma) – part time 25 hours per wk	<b>Location:</b>	Gwydir Daycare and Preschool
<b>Employment Condition:</b>	Local Government (State) Award 2017	<b>Vacancy Ref:</b>	

## POSITION OBJECTIVE

As a trainee Childcare Assistant, you are expected to be an active team member of a team which provides high quality early childhood education and care to children.

This includes:

- Assisting to provide a consistent, nurturing, caring, happy, secure, creative and active environment for all children at Gwydir Day Care and Preschool;
- Developing relationships with children at the Centre;
- To treat each child with dignity and respect, taking into account any cultural, socio-economic, or other differences and their individual needs;
- Ensure a high standard of childcare and education within the Centre by being an appropriate role model at all times; and

## OBLIGATIONS TO THE ORGANISATION

You are required to cooperate with Council in order to comply with legislative requirements under the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, NSW Anti-Discrimination Act 1977, the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993.

## KEY ACCOUNTABILITIES

### General Responsibilities

- To work in accordance with the requirements of the '*Children (Education and Care Services National Law Application) Act 2010*', '*Education and Care Services National Regulations*' and the '*National Quality Standard for Early Education and Care*';
- Working in accordance with the '*Code of Ethics of the Early Childhood Australia*';
- Implementing our services' philosophy in undertaking all duties;
- Working in accordance with the policies and associated procedures of the organisation; and
- Provide assistance to other staff in all areas of the Centres operation.

### Responsibilities in accordance with the National Quality Standard

#### 1. Educational program and practice

- 1.1 Ensure you the implementation of Gwydir Day Care and Preschool's philosophy and that it guides pedagogy and teaching decisions;
- 1.2 Contribute where possible to the development of programs which reflect the *Early Years Learning Framework* (EYLF);
- 1.3 Assist where possible in ensuring curriculum decision making contributes to each child's learning and assist children to enhance their connection with community, wellbeing, confidence as learners and effectiveness as communicators;
- 1.4 Help children develop the goals of the EYLF:
  - A strong sense of their identity;
  - Connections with their world;
  - Strong sense of wellbeing;
  - Confidence and involvement in their learning; and
  - Effective communication skills.
- 1.5 Assist with the implementation of a play based learning environment responsive to children's interest, strengths and abilities;
- 1.6 Contribute where possible to the planning, implementation, evaluation and reflection of programs which reflect the emerging skills and interests of children;
- 1.7 Assist with the implementation of daily routines and use routine times as opportunities for learning;
- 1.8 Under the direction of the Group Leaders or Early Childhood Teacher, contribute to the planning of children's learning and the documentation of this so as to make their learning visible;
- 1.9 Under direction of the Group Leaders or Early Childhood Teacher, maintain on-going records of the child's development and records of children's assessments against learning outcomes; and
- 1.10 Assist with engaging in critical reflection and evaluation of children's learning, this being used as a primary source of future planning.

#### 2. Children's health and safety

- 2.1 Ensure each child's health needs are supported;
- 2.2 Ensure that children are safe and adequately supervised at all times;
- 2.3 Take responsibility to ensure a potential supervision risk are reported to other educators or the Director;
- 2.4 Take responsibility for the protection and rights of children attending the service;

- 2.5 Ensure that the environment is safe, supportive, stimulating and educational for children;
- 2.6 Respond positively and consistently to children's additional needs/requirements – diet/allergies, developmental etc; ensuring all routines are carried out with care and sensitivity to the child.
- 2.7 Ensure a high standard of hygiene is maintained in compliance with procedures and policies;
- 2.8 Administer first aid and medication in compliance with procedures and policies; and
- 2.9 Ensure to keep accurate and detailed records of injury/accident/trauma and medication forms;
- 2.10 Become familiar with all policies regarding health and safety within Council;
- 2.11 Support children's individual wellbeing and comfort in sleep, rest and relaxation.
- 2.12 Assist to ensure the service's child protection policy is implemented:
  - Inform the Director of any allegations or convictions of a child protection nature against any other employees, of which you become aware; and
  - Ensure compliance as a mandated reporter which requires reporting to Community Services, where there is reasonable grounds to suspect that a child is at risk of significant harm.

### **3. Physical environment**

- 3.1 Contribute to the development of an environment for children which fosters curiosity, exploration and problem solving;
- 3.2 Maintain respect for the learning environments, both indoors and outdoors and that this is viewed as the 'third teacher';
- 3.3 Assist with the daily preparation of materials and setting up of the play areas.
- 3.4 Assist to maintain the aesthetics of the environment along with the children;
- 3.5 Maintain a clean and safe work environment;
- 3.6 Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so;
- 3.7 Conduct daily and other workplace inspections as requested. Eg – opening/closing checklist, toys and equipment cleaning checklist, safe building checks etc;
- 3.9 Assist where able to ensure environmental sustainability practices is embedded in all areas of the program;
- 3.10 Support children to become environmentally responsible and show respect for the environment; and
- 3.11 Assume an equal share of cleaning duties.

### **4. Staffing arrangements**

- 4.1 Maintain educator-to-child ratios and qualifications at all times;
- 4.2 Demonstrate Council's 'code of conduct' and the Gwydir Day Care and Preschool 'Code of Ethics' in all interactions and relationships at the service;
- 4.3 Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness;
- 4.4 Be proactive in supporting a healthy team environment;
- 4.5 Maintain professional and ethical standards at all times when dealing with families, educators and the children;
- 4.6 Participate in on-going professional development and training programs; and

- 4.7 Attend staff meetings as required and contribute to these meetings through shared observations of children and sharing new ideas.

## **5. Relationships with children**

- 5.1 Ensure each child has a sense of belong, being and becoming within the service;
- 5.2 Ensure respectful, equitable and genuine relationships with all children are maintained;
- 5.3 View and respect children as competent, capable and engage in meaningful interactions through shared decision making with them;
- 5.4 Each child is supported to manage their own behaviour and this is encouraged with positive behaviour guidance strategies;
- 5.5 Respect children's similarities, differences, cultures and diversities;
- 5.6 Ensure each child's dignity and their rights are maintained;
- 5.7 Respond to the emotional, social and wellbeing needs of each child;
- 5.8 Provide physical care, assisting children in toileting, dressing and meal times; and all of these opportunities are viewed as teachable moments;
- 5.9 Form positive, comforting and nurturing relationships with children; and
- 5.10 Assist in maintaining up to date records of the children within your group.

## **6. Collaborative partnerships with families and communities**

- 6.1. Maintain positive and respectful relationships with families;
- 6.2 All families are supported and child rearing practices and beliefs are respected which contributes to joint partnerships being consistently implemented;
- 6.3 Under the guidance of the Group Leader, assist in sharing information with families relating to their child and the daily activities of the service;
- 6.4 Create a safe, supportive and informative environment for families;
- 6.5 Maintain the confidentiality policy on children, families and educators at all times
- 6.6 Be an advocate for high quality services for children in our community;
- 6.7 Ensure students on placement are positively welcomed, supported and assisted.

## **7. Leadership and service management**

- 7.1 Become familiar with all relevant Council and Centre policies and procedures;
- 7.2 Ensure the Director is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service;
- 7.3 Be involved in the service's *Quality Improvement Plan* and assist to implement this as directed;
- 7.4 Positively promote the centre to families and the community.

## **Other Responsibilities**

- Commence and complete a Certificate III in Children's Services and achieve satisfactory results in theoretical assessments.
- To apply knowledge and skills learnt from studies and on the job in your daily work practices.
- To use discretion and take direction as needed.
- To be able to carry out any other duties, as required and within your limits of skill, competence and training.

## SELECTION CRITERIA

### Essential Criteria

- Be 18 years of age or older, completed a minimum education level of Year Ten or equivalent, hold a current First Aid Certificate and have a current Working with Children Check number.
- Be committed to undertaking a Certificate III in Children's Services and complete a twenty-four (24) month traineeship or Diploma in Children's Services and complete a thirty-six (36) month traineeship. (*Qualification to be negotiated with preferred applicant*).
- Ability to relate in a positive and caring manner and meet the individual needs of children ranging in ages 8 weeks to 5 years.
- The ability to communicate positively and effectively with both adults and children.
- Effective organisational and time management skills, ability to work as part of a team and maintain confidentiality.
- A willingness to learn about the National Quality Framework, the relevant Act and Regulations.

### Common Criteria

- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>).

### Desirable Criteria

- Previous experience working with children aged 0 – 5 years.
- Anaphylaxis and Asthma Management training.
- Class C Drivers Licence.
- Hold a WHS General Construction Induction Card.

### **PLEASE NOTE:**

- As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.
- Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.
- All employees of Council are required to hold a WHS General Construction Induction Card and Have a Unique Student Identifier code

## AUTHORISATION

Developed by:

Andrew Probert  
**Acting Director Corporate Services**  
Lester Rodgers  
**General Manager**

Date: January 2020

Authorised by:

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