

*Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do*

## POSITION DESCRIPTION

Position title:	Child Care Assistant
Position Number:	
Department and Section:	Corporate Services, Gwydir Day Care and Preschool
Band/Level:	Local Government (State) Award : Band 1 Level 3 Grade 4 – Grade 5 Salary ranging from \$1,009.10 up to \$1,206.71 per week (Dependent on qualifications and experience).
Reports to:	Children's Services Manager, Assistant Manager and Group Leaders.
Direct reports:	Nil
Indirect reports:	Nil
Basis of Employment:	Full time, 38 hours per week
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off Employee Benefits

## OBLIGATIONS TO THE ORGANISATION

Gwydir Day Care and Preschool is committed to creating a safe and secure environment for children to thrive and learn in. We are dedicated to creating equal opportunities for all children to learn at their own pace and in their own style, while feeling valued and listened to.



## POSITION OBJECTIVE

As a Child Care 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 in providing a consistent, nurturing, caring, happy, secure, creative and active environment for all children at Gwydir Day Care and Preschool.
- Developing strong relationships with children and relationships that support and partner with families and the community.
- 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.
- Working with other staff towards continuous improvement in all areas of Gwydir Day Care and Preschool's operations.

## ABOUT YOU

You are expected to be an active member of a team which provides high quality early childhood education and care to children. You must share our passion and beliefs to put children first and provide an exceeding level of education and care. You must be committed to inspiring, educating and shaping the future generations of our Shire and strive to create an environment that inspires hope, ignites imagination and instils a love of learning. Being a team player while demonstrating clear verbal and written communication, a calm disposition and excellent time management are also essential skills required to thrive in this position.

## KEY DUTIES AND RESPONSIBILITIES

### 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 the implementation of Gwydir Day Care and Preschool's philosophy and that it guides pedagogy and teaching decisions;
- 1.2 Contribute as requested to the development of programs which reflect the *Early Years Learning Framework* (EYLF);
- 1.3 Assist 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 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 Engage 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 risks 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 with maintaining supplies and equipment levels for the room;
- 3.5 Assist to maintain the aesthetics of the environment along with the children;
- 3.6 Maintain a clean and safe work environment;
- 3.7 Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so;
- 3.8 Conduct daily and other workplace inspections as per the checklists provided. Eg – opening/closing checklist, toys and equipment cleaning checklist, safe building checks etc;
- 3.9 Assist the service 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. Develop and 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 With guidance from the Director, Early Childhood Teacher or Group Leaders, engage positively in the orientation, enrolment and transition processes for families and children;
- 6.4 Assist in sharing information with families relating to their child and the daily activities of the service;
- 6.5 Create a safe, supportive and informative environment for families;

- 6.6 Maintain the confidentiality policy on children, families and educators at all times
- 6.7 Be an advocate for high quality services for children in our community;
- 6.8 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 Advocate for children and their families;
- 7.4 Be involved in the service's *Quality Improvement Plan* and assist to implement this as directed;
- 7.5 Positively promote the centre to families and the community.

## **Other Responsibilities**

- 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.



## ESSENTIAL CRITERIA

- Be 18 years of age or older, completed a minimum education level of school certificate or equivalent.
- Completed or actively working towards a Certificate III OR Diploma of Early Childhood Education and Care.
- Prior experience working with young children with the demonstrated ability to relate in a positive and caring manner and meet the individual needs of children aged from 8 weeks to 5 years.
- 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.

### Literacy, Numeracy, and Record Keeping:

- Demonstrated ability to observe, record and evaluate children's development.

### Technical Skills:

- Demonstrated high level understanding National Quality Framework, the relevant Act and Regulations.
- Ability to assist with developing a creative and stimulating program based on the needs and interests of the children.

### Tickets and Licences:

- Provide First Aid in an Education and Care setting - HLTAID012 Certificate (current).
- Current Anaphylaxis and Asthma Management training.

### Work History Checks:

- NSW working with children check clearance.

### Immunisations required:

- Provide evidence of vaccination/immunisation for COVID-19, Whooping Cough (Pertussis), Measles, Mumps & Rubella (MMR), Chickenpox (Varicella), Hepatitis A and Seasonal Influenza and maintain currency of this throughout your period of employment.

## COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisation including COVID-19 vaccination.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

## DESIRABLE CRITERIA

- Diploma of Children's Services (Early Childhood Education and Care).
- Class C Driver's Licence.

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: