

**POSITION DESCRIPTION**

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| **Position Title:** | Diploma Trained Educator |
| **Position Number:** |  |
| **Division:** | Community, Recreation and Cultural Services |
| **Section:** | Community Services – Children’s Services |
| **Grade:** | 5 |
| **Delegations:** | As allocated in the Delegations Register |

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| **Primary Purpose of Position** |
| * Work with a team to provide a safe, stimulating, healthy and caring education and care service which fosters and maximizes each child’s individual development potential. To contribute to the educational curriculum that demonstrates the learning practice outcomes outlined in the Early Years Learning Framework or the My Time, Our Place Framework for School Aged Children.
* To be placed in the day to day charge of an education and care service in the absence of another responsible person if required
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| **Sectional Structure** |
| \*There are currently 3 Long Day Care Centres (Yarrawong, Courallie and Spring Street)\*\*The Team Leader OOSH reports directly to the Senior Children’s Services Co-ordinator. The Senior Children’s Services Co-ordinator also has OOSH Co-ordinator responsibilities**.** \*\*\*The Centralised Administration Officer also undertakes tasks for the Co-ordinators LDC |
| **Selection Criteria** |
| **Qualifications/****Licences** | * Diploma in Education and Care
* Current NSW Working With Children Check clearance
* Current Provide an Emergency First Aid Response in an Education and Care Setting certificate (HLTAID004) or equivalent
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| **Skills and Experience** | * Demonstrated ability to work in accordance with the National Quality Framework in providing an education and care service
* Good communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service.
* Ability to think strategically with a capacity for lateral thinking, creativity and problem solving.
* Demonstrated commitment to the development of a culture of innovation and continuous improvement.
* Planning skills, including the capacity to work to deadlines and set priorities.
* Demonstrated ability to work and contribute as part of a team.
* Demonstrated ability to model Council’s key values and desired behaviours.
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| **Key Accountabilities/Duties** |
| * Work in a team in the provision of an education and care service in line with the approved Delivery/Operational Plan, and in accordance with adopted standards, regulations, policies and procedures.
* Act as the Responsible Person for the service if and when required.
* May be required to lead the development and implementation of the educational curriculum as the Educational Leader for the education and care service if suitably experienced.
* To contribute to the critical reflection on the practices of the service and assist to develop and implement a Quality Improvement Plan in accordance with the National Quality Standards
* To communicate effectively and ethically with members of the team and share knowledge to ensure contemporary research based practices are occurring that meet legislative requirements.
* To ensure the wellbeing and safety of all children within the centre, ensuring children are protected and their rights are upheld at all times in accordance with the “Keep Them Safe” guidelines
* To ensure that all children are provided with a warm, welcoming and nurturing environment and supported in their relationships
* To liaise with communities and families to advocate for and promote early educational and care ensuring a collaborative approach to educating children.
* Undertake Enterprise Risk Management (ERM) Assessments and implement ERM action plans
* Comply with Council’s Code of Conduct, relevant policies and procedures, values ad behaviours, and work health and safety responsibilities, as amended from time to time.
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| **Corporate Values** |
| As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council’s corporate values are listed below:* **Respect** – is honest and respectful towards others and works as part of a team
* **Ownership** - takes responsibility for actions
* **High Performance** -  pursues performance excellence and continually looks for improvement
* **Customer Focus** -  demonstrates a customer focused approach towards internal and external customers
* **Safety** -  works safely, in accordance with Council’s Work Health and Safety policy and procedures
* **Equal Employment Opportunity (EEO**) – complies with EEO principles and respects diversity
* **Leadership** –Council encouragesall its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively
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| **Work Health and Safety Responsibilities** |
| All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:* Complying with Council’s WHS policies and procedures
* Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
* Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
* Participating in any applicable WHS consultation arrangements
* Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
* Correctly using all personal protective equipment
* Complying with emergency and evacuation procedures and site rules if applicable
* For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)
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| **General** |
| * The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
* Local Government (State) Award conditions apply to all entitlements.
* The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
* Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.
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| **Signed by Employee:** **(acknowledging they have read and understood):** |  |
| **Date Signed:** |  |

*Human Resources Only: This position’s ordinary hours of work shall be based on a 38 hour week to determine the hourly rate of pay*