



POSITION DESCRIPTION

EDUCATOR (Job Share 7.5 hours)

Department:	Community Services
Reports to:	Senior Supervisor Children's Services
Location:	Coonabarabran
Grade:	7

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The Educator is responsible for the care and education of a group of children, in a designated room, in conjunction with other members of staff. The Educator contributes to the planning, programming and routines for the designated room and individual children. The Educator may at times be delegated the duties of Classroom 2IC and Acting Room Leader and would be responsible for the designated room during that time. The Educator may at times be delegated to duties at Connect Five Children's Services and Coonabarabran After School and Vacation Care.

This position is a job share arrangement and works 1 day (7.5 hours) per week on Friday.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Deliver the agreed program and service policies/procedures
- Participate in developing suitable approaches to learning programs and documentation

- Supervision of classroom Educators, volunteers and students when allocated to Classroom 2IC/Acting Room Leader
- Supervisor morning and afternoon shifts when allocated to shift Person in Day to Day Charge
- Document children's learning and use these assessments to inform decision making
- Work with colleagues to ensure that relevant assessment and rating processes and the implementation of the Early Years Learning Framework (EYLF) and where required My Time Our Place (MTOP), focusing on interactions, routines, intentional teaching and learning
- Engage in active discussion on curriculum considerations relating to inclusion and the community of Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse families
- Develop and implement understanding in how each of the EYLF and where required MTOP principles and practices contribute to high quality learning experiences
- Communicate with families regarding the educational program and children's learnings
- Work with other early childhood professionals and early childhood intervention specialists as required
- Provide information to meet the needs of the children and their families accessing the services
- Participate in the development, review and implementation of policies and procedures for the service
- Establish and maintain effective workplace relationships which support the delivery of Council's Children's Services
- Represent Council in relevant forums related to children's services as designated by the Senior Supervisor Children's Services
- Maintain up-to-date knowledge of relevant laws and regulations, learning frameworks, quality standards, industry trends, policies and research related to education and care of children
- Provide information, advice and support to the Room Leader / Early Childhood Teacher / Educational Leader / Senior Supervisor Children's Services as requested.
- Support children's health and safety, including all documentation requirements
- Support children to become environmentally responsible
- Assist in the upkeep of premises, furniture and resources so that they are safe, clean and well-maintained
- Maintain professional collaboration and professional standards
- Develop and maintain collaborative partnerships with families and communities
- Support governance and leadership processes and policies
- Be guided by the service philosophy for the centre's daily program, operations, practices, policies and engagement.
- Engage in collaborative partnerships and practices to enhance children's inclusion, learning and wellbeing.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

ESSENTIAL REQUIREMENTS

- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Certificate III in Early Childhood Education and Care or Children's Services
- 4 Experience working with children, parents, community and staff in a childcare setting
- 5 Demonstrated ability to contribute to the planning and delivery of a quality play-based programme for an early childhood education and care environment

- 6 Demonstrated ability to relate well to children of all ages, in particular children aged 0-6 years
- 7 Demonstrated good oral and written communication skills to enable effective communication with children, colleagues and families
- 8 Demonstrated appropriate level of computer skills, relevant to the early childhood education and care environment
- 9 Demonstrated willingness to engage in ongoing professional development
- 10 Experience working as a member of a small team
- 11 Class "C" driver's licence.

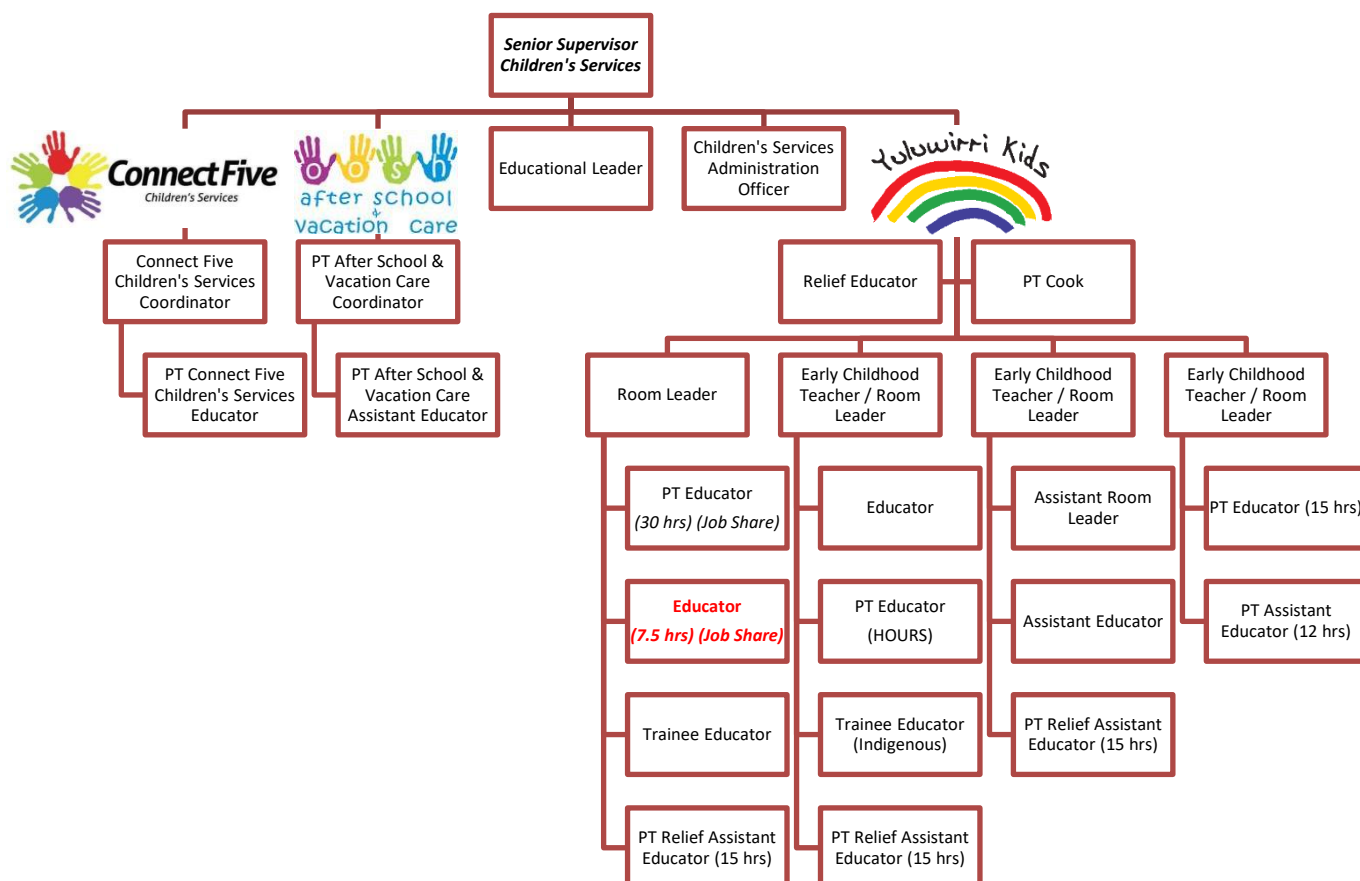
DESIRABLE REQUIREMENTS

- 1 Diploma in Children's Services or actively studying for a Diploma in Children's Services
- 2 Experience working in a children's service in a Local Government setting
- 3 Experience in the delivery of centre-based and mobile children's services
- 4 Experience working with vulnerable children and their families
- 5 Able to be appointed as a person in day to Day Charge (PIDTDC), Nominated Supervisor and Educational Leader, as required
- 6 Food Safety Supervisor.

REQUIRED CERTIFICATIONS

- 1 Fully vaccinated for COVID-19
- 2 NSW Working with Children Check
- 3 National Police Check (Criminal History Check)
- 4 First Aid Certificate, including Asthma and Anaphylaxis
- 5 Child Protection Training (minimum CHCPRT001 or CHCPRT002).
- 6 Food Handler

DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Intermediate	- Adapts quickly to changed priorities and organisational settings - Welcomes new ideas and ways of working - Stays calm and focused in difficult situations - Perseveres through challenges - Offers own opinion and raises challenging issues

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Relationships Communicate and Engage	Intermediate	• Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Results Plan and Prioritise	Intermediate	• Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
Resources Technology and Information	Foundational	• Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

Employees – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.

- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Health Monitoring Requirements

This position is currently required to be fully vaccinated for COVID-19 in order to comply with the [Vaccination of education and care workers](#) Public Health Order.

Funded Position

The tenure of this position is subject to continuation of Federal and State Government funding.

Working with Children Check

The successful applicant will need to provide a relevant Working with Children Check clearance prior to being employed.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

This is a job share role for 7.5 hours each Friday. Due to operational requirements the Educator's hours are worked between the hours of 7:00am and 6:00pm. In addition, attendance at evening meetings and centre events outside the normal hours of work is an expectation for this position, by agreement with the Director Corporate and Community Services.

Employees are entitled to four weeks annual leave and 15 days sick leave per annum, pro rata for part-time employees. Under the Paid Parental Leave Act 2010, employees who have 12 months continuous service with the employer will be eligible for paid parental leave.

This position will be part of the annual shut down of Children's Services for a three-week period over the Christmas period into mid-January; dates may alter from year-to-year.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.