

PART 1 – POSITION DETAILS

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| Position Title | Early Childhood Educator – Certificate III |
| Position Number | Generic |
| Division | Planning, Place & Community |
| Business Unit | Children’s Services |
| Reports to | Children’s Services Centre Director |
| Hours | 76 hours per fortnight |
| Status | Permanent |
| Date of last review and update | August 2018 |

NORTHERN BEACHES COUNCIL’S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Planning, Place and Community

The Planning, Place and Community Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Development Assessment, Strategic and Place Planning, Community, Arts and Culture, Environmental Compliance and Children’s Services.

PART 2 – BUSINESS UNIT OVERVIEW

The Children’s Services Business Unit

The Children’s Services Business Unit provides high quality child education and care services. This Group provides care and education for children aged between six weeks and twelve years, in accordance with all relevant legislation. They do this through delivering Long Day Care, Pre-school, Family Day Care, Vacation Care and Occasional Care services to our community.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Working within a team environment and reporting to the Children’s Services Director and Room Leader, the role of our Early Childhood Educator Certificate III is to:

- Provide and promote a healthy, safe and enriching environment that provides high quality care and education for children aged between six weeks and six years in accordance with ACECQA (The Australian Children’s Education and Care Quality Authority), the National

Quality Framework, Early Years Learning Framework, Code of Ethics and other relevant legislation and governing bodies, Service and Centre Philosophy, Policies and Procedures.

- Lead, manage, motivate and support a small team within the Children's Centre

Key Responsibilities

- Assist in the planning, implementation and evaluation of the daily curriculum for children based on their interests
- Assist in the maintenance of developmental records and daily information concerning children's activities
- Maintain and update records, including developmental observations, checklists and all daily information concerning children's activities
- Keep your own and Centre's administration up to date (including personal and parent sign-off sheets, medical certificates, overtime sheets)
- Create a clean, safe, supportive, stimulating environment for the children, parents and staff
- Maintain supplies and equipment levels for the room and / or centre
- Ensure that equipment is respected and maintained to an optimal level of safety
- Take responsibility for the cleanliness and hygiene of the centre, and in setting up and cleaning after daily activities, in compliance with procedures and policies
- Assume equal share of housekeeping duties
- Contribute to the curriculum through pedagogical documentation
- Form relationships with children that are comforting and nurturing
- Take an active role in the supervision of the children throughout the day
- Undertake assigned parts of the daily curriculum
- Facilitate all aspects of integration of additional needs children – programs, facilities, professional support, equipment and diet and allergies
- Ensure the Supervisor/ Room Leader is informed of any problem arising, which would affect the children or the smooth running of the service
- Develop and maintain positive relationships with families and children
- Share information with the families relating to their child and the daily Learning experiences of the centre
- Make yourself available to families and act as a resource person for them
- Attend and contribute to parent meetings as required

People Leadership

- Role model the Northern Beaches Council's values and behaviours
- Contribute towards a healthy team environment
- Attend and contribute to staff meeting and staff development sessions
- Collaborate with staff to ensure continual improvement in the program
- Take ownership of your actions

Operational

- Raise awareness and pro-actively protect children and their rights
- Ensure compliance as a mandatory reporter, which requires reporting to the Department, where there is reasonable grounds to suspect that a child is at risk of harm
- Assist the "Head of Agency" the Approved Provider comply with child protection in the workplace – responding to allegations of reportable conduct against an employee
- Ensure compliance with Council processes and procedures
- Actively implement, adhere to and comply with Centre safety policies and procedures in order to maintain and ensure a safe and clean working environment for all staff and children

- Ensure compliance of Centre Policies and Procedures, as well as relevant regulations and legislation applicable (licensing, child protection,
- Administer first aid or medication in compliance with procedures and policies
- Uphold the values of the National Quality Framework, Centre Philosophy of education and care and the Early Years Learning Framework
- Be aware of government regulations, guidelines pertaining to children's services and be competent and prepared to assist the Authorised, Nominated or Certified Supervisor
- Ensure legal responsibilities are adhered to by working in accordance to the Children's Services Regulation Amended Regulation 2010 under Children's and Young persons (Care and Education Act) 1998 and Early Childhood Australia Code of Ethics (2016)
- Inform 'Head of Agency' the Approved Provider of all allegations or convictions of a child protection nature of which you become aware. Assist the 'Head of the Agency' the Approved Provider with child protection in the workplace – responding to allegations of reportable conduct against an employee
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures
- Prioritise WHS in meetings, reviews and within team activities
- Provide detailed, easily accessible information of relevant WHS policies and procedures to the team
- Document and communicate WHS issues to the Director, Manager Early Learning Centres and the Executive Manager Children's Services

Business Performance

- Provide timely and systematic advice and reporting to the Centre Director on all aspects of the operation of the Centre including:
 - Performance indicators
 - Financial performance
 - Future directions
 - Issues arising, including community feedback
- Maintain and update records, including developmental observations and other pedagogical documentation
- Assist with enrolment procedures and bookings as required
- Prepare reports and attend meetings as directed
- Be aware of and develop skills relevant to the administration functions within the Centre
- Keep up to date with emails, Educa messages and centre updates to support the day to day operation of the centre

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Certificate III (or completing within three months of interview.)
- Understanding of child development 0 – 6 years
- First Aid Certificate (or willingness to undertake within first three months of employment)
- Ability to assist in the planning and provision of developmentally appropriate programs to foster and support the children's learning

- Emergency Management of Asthma in the Workplace Certificate (or willingness to undertake within first three months of employment)
- First Aid Management of Anaphylaxis Certificate (or willingness to undertake within first three months of employment)
- Computer skills such as Word, Excel and Outlook
- Basic computer literacy skills

Capabilities and Knowledge

- Demonstrating a commitment to continuous improvement which results in positive change/s in the workplace and service delivery
- Understanding of continuous learning principles, equal employment opportunities, workplace health and safety and ethical practice principles, and the ability to act with probity at all times
- Good verbal and written communication and interpersonal skills
- Ability to work as part of a team in a professional manner
- Demonstrated commitment to quality customer service
- Demonstrated commitment to customer service, continuous learning, EEO, Workplace Health and Safety and ethical principles

PART 5 – DESIRABLE CRITERIA

- Experience in caring for children in a child care setting
- Ability to work without supervision
- Food Handling Certificate (or willingness to undertake within first three months of employment).
- Knowledge of National Quality Framework
- Knowledge of Early Years Learning Framework
- Commitment to environmental protection principles

OTHER RELEVANT INFORMATION

- Applicants being considered for the position will be required to undergo a medical examination by Council's Doctor at Council's expense to determine that they are fit and capable of performing the position
- Appointment to this position is subject to a "Working with Children Check". Barred persons are not eligible for appointment to this position
- There may be times when you are required to work at different locations within the Northern Beaches Council Local Government Area, other than your designated location

Physical Demands

Incumbents are required to be able to perform the following physical demands:

- Ability to push/ pull/ lift/ lower weights of up to 25kg
- Ability to lift weights above shoulder height
- Ability to carry weights over 10 kg over uneven surfaces
- Ability to bend and stoop forward
- Ability to crouch or kneel
- Mobility that will allow for bending, reaching and stretching
- Ability to work in a standing position for lengthy periods
- Ability to work in conditions with noise levels medium to loud