

PART 1 – POSITION DETAILS

Position Title	Early Childhood Educator – Diploma
Position Number	Generic
Division	Planning, Place & Community
Business Unit	Children’s Services
Pay Rate	Administration Band 1 (A1) / Grade 10-11
Reports to	Children’s Services Centre Director
Hours	76 hours per fortnight
Status	Generic
Date of last review and update	November 2017

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, the role of our Early Childhood Educator – Diploma 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.

Key Responsibilities

- Contribute to the design and delivery of high quality care and educational curriculum, ensuring a supportive, stimulating and educational environment for the children
- Plan, implement and evaluate programs suitable to the individual needs and interests of children
- Maintain and update records, including developmental observations, checklists, and all daily information concerning children's learning experiences
- Be aware of and develop skills relevant to administration functions within the centre
- Keep your own and Centre's administration up to date
- Provide for the well-being, safety and welfare of all children.
- Create a safe, supportive, stimulating and educational environment for the children
- Form caring and nurturing relationships with children.
- Facilitate all aspects of integration of additional needs children – programs, facilities, professional support, equipment and diet and allergies
- Take an active role in the supervision of the children throughout the day
- Undertake assigned parts of the daily curriculum
- Be aware of children's additional needs, 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
- Make yourself available to families and act as a resource person for them
- Be the first point of contact for parents with the centre, address any complaints or concerns of parents
- Share information with the families relating to their child and the educational program of the centre
- Attend and contribute to parent meetings as required
- Encourage parents to participate in centre decision making and experiences
- Conduct tours and introductory visits with parents of prospective children
- Liaise with support services and professionals as appropriate
- Have an active anti-bias approach, which is reflected in interactions with children, parents/guardians and staff
- Raise awareness and proactively 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
- 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

People Leadership

- Role model the Northern Beaches Council's values and behaviours
- Supervise others and act as part of a Team
- Develop positive channels of communication to ensure the smooth running of the centre
- Be responsible to assist the Director and other staff as required
- Actively work towards a healthy team environment
- Ensure the Supervisor is adequately informed about the progress of individual children, staff members and all other matters related to the effective operation of the service

- Supervise and mentor/ coach practicum students, trainees, volunteers or other staff as appropriate
- Attend and contribute to staff meetings and staff development sessions
- Provide professional support and input for other members of the team
- Collaborate with staff to ensure continual improvement in the programs
- Take ownership of your actions
- Take personal responsibility for behaving in accordance with the organisations' values and directions

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' (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
- Maintain a clean and safe work environment while complying with Centre safety policies 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, WHS Exercise Workplace Health and Safety responsibility, accountability and authority)
- 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' (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
- Have a basic knowledge of government funding
- Prepare 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

- Diploma of Children's Services (Centred Based Care) or equivalent
- Sound knowledge of child development 0-6 years
- First Aid Certificate (or willingness to undertake training within the first three (3) months of employment).
- 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)
- Food Handling Certificate (or willingness to undertake training within the first three months of employment)

Capabilities and Knowledge

- Ability to plan and implement developmentally appropriate (needs and interest based) programs to foster and support the children's learning
- Demonstrated skills and knowledge to be able to take on the role of Certified Supervisor
- Demonstrated skills and knowledge to be able to take on the role of Educational Leader if needed
- Demonstrating a commitment to continuous improvement which results in positive change/s in the workplace and service delivery
- Ability to work without supervision, demonstrating initiative and problem solving skills.
- Understanding of continuous learning principles, equal employment opportunities, workplace health and safety, ethical practice principles and the ability to act with probity at all times
- Highly developed verbal and written communication and interpersonal skills
- Highly development teamwork skills
- Computer skills such as Word, Excel and Outlook
- Ability to work flexible hours, including attending after hours meetings
- Demonstrated commitment to quality customer service

PART 5 – DESIRABLE CRITERIA

- Demonstrated experience in caring for children in a childcare setting
- Experience with children with additional needs
- Knowledge of National Quality Framework
- Knowledge of Early Years Learning Framework

- Experience in aspects of service management
- Ability to take on the role of Certified Supervisor
- 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". Prohibited 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