

Position Description

POSITION	Early Childhood Educator - Certificate 3	
REPORTS TO	Sandhills Director	
DIRECTORATE	Corporate and Community Services	
BRANCH	Sandhills Early Childhood Centre	
CLASSIFICATION	Grade 2	
STAFF	Nil	
CONTACTS	Internal Director Business Manager Staff at all levels	External Children Parents Community Organisations

Position Objective

This position delivers quality early childhood education and care.

The educator will assist in engaging the National Quality Framework and Early Years Learning Framework to implement a daily program and routine for children 0-5 years.

The educator will contribute positively to the functional operation of the Centre.

Organisation Values

We strive to nurture each child's sense of belonging as a part of a strong connected community, ensuring a safe and supportive environment.

Our vision embraces a collaborative team of educators in partnership with children, families, and the wider community. We celebrate the uniqueness that each child brings with them and value their contributions.

We nurture respect and responsibility for both our social connections and natural world arounds us. Together we share knowledge and discoveries, fostering deeper awareness and understanding.

Our responsive and attuned educators are active participants in learning alongside children; building environments for inquiry and providing endless opportunities to explore their creativity and sense of wonder.

We welcome our children and families into our nurturing and vibrant community. We delight in the beauty of our locality, grateful for the coastal reserves that surround us, and for the native trees that home an abundance of wildlife and provide a mystical wonderland for imaginative play and freedom.

At the heart of everything we do is our commitment to the Child Safe Standards and you will uphold this commitment – we respect all children and their wellbeing. We will embed Child Safe Standards into our leadership, governance and culture. We will support our staff and volunteers in their responsibilities. We will strive to keep children safe from harm and abuse.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



Key Responsibilities

Organisational Relationships

In respect of the children:

- To treat each child with dignity and respect, considering any cultural, socio-economic or other differences which may arise.
- To assist to implement a program that engages The Early Years Learning Framework and be guided by colleagues in this practice.
- To interact effectively with the children, ensuring their sense of security, high self-esteem and safety.

In respect of the Centre:

- To participate in the preparation and implementation of a creative educational program, with an emphasis on developing group social skills with children.
- To participate in the evaluation and reflection of the program and the children's progress.
- To embed sustainable practices in all areas of the service
- To assist with the provision of resources according to the program's requirements.
- To assist in the supervision and organisation of the children throughout the day.
- To contribute to the cleanliness, maintenance and tidiness of the centre.
- To assist with minor repairs and maintenance of equipment.
- To inform the Director of equipment and supplies needed or any equipment that requires repair.

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

In respect of the educators:

- To attend all staff meetings, participating in policy development, objectives and evaluations.
- To work alongside other educators and to take advantage of support/guidance offered.

In respect of the families:

- To develop positive reciprocal relationships with parents.
- To share information about the children with their parents.
- To always maintain confidentiality.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Certificate III in Children's Services.
- First Aid Certificate (or willing to obtain before starting).
- Current Working with Children Check (NSW).
- Child Protection Certificate.

Experience

- Experience working with children 0-5 years, preferably in a long day care centre.

Knowledge

- Knowledge of The Early Years Learning Framework and the daily organisation of a long day care centre is preferred.

Competencies

Demonstrated ability to:

- Work in a team environment and contribute positively to the functioning of the Centre.
- Establish trusting relationships with children aged 0 - 5 years, and to foster their development and esteem.
- Provide and evaluate a quality service offered to the community.
- Communicate effectively with children, parents and staff.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

Selection Criteria

Essential Criteria

- Certificate III in Early Childhood Education and Care.
- Current Working with Children Check (NSW).
- First Aid Certificate (or willing to obtain before starting).
- Child Protection Certificate.
- Demonstrated experience working with children aged 0 - 5 years.
- Knowledge and understanding of the objectives of the Early Years Learning Framework and the daily organisation of a long day care centre.
- Demonstrated keen interest in and ability to foster children's overall development and esteem.
- Demonstrated ability to work with established procedures and systems as part of a multi-skilled team, to deliver and contribute to the effective functioning of the Centre.
- Sound interpersonal communication skills with the ability to communicate effectively with children, parents and other staff
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.

Preferred Criteria

- Previous experience in a long day care centre.
- Demonstrated understanding of the National Quality Standards

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Sandhills Director

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐

