



Position Description

POSITION	Trainee Early Childhood Educator	
REPORTS TO	Sandhills Director	
DIRECTORATE	Corporate and Community Services	
BRANCH	Sandhills Early Childhood Centre	
CLASSIFICATION	Trainee	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position Objective

This position supports the delivery of quality early childhood education and care while undertaking training towards a recognised early childhood qualification.

The Trainee Educator will assist in implementing daily programs and routines for children aged 0-5 years while developing knowledge of the National Quality Framework and Early Years Learning Framework.

The Trainee Educator will contribute positively to the operation of the Centre.

Organisation Values

The image of the child is our fundamental motivation at Sandhills – we believe children are competent and capable beings. Children are at the heart of our decision making and we are driven by their best interests.

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, creating a safe, supportive environment where all children feel valued and empowered to thrive and become confident, lifelong learners.

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

- 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.

Operations Management

In respect of the children:

- Treat each child with dignity and respect, considering any cultural, socio-economic or other differences which may arise, and act in a manner that promotes the best interests of the child.
- Support the educational program through positive, responsive interactions that promote children's learning and development.
- Guide and support children's behaviour through positive role modelling, respectful interactions, and a sensitive and responsive approach to their individual needs and wellbeing.
- Support children's health, safety and wellbeing through active supervision, responsive care routines, and opportunities to develop independence and self-help skills.

In respect to Sandhills:

- Maintain active supervision at all times, including during routines, transitions, indoor and outdoor play, and high-risk moments.

- Contribute to the cleanliness, organisation, maintenance and safety of the Service.
- Contribute to a positive and culturally safe environment that supports children's learning, exploration and sense of belonging
- Support educators in the implementation and evaluation of the educational program.
- Participate in observing and documenting children's learning and development under the guidance of educators and mentors.
- Participate in critical reflection on children's learning and development to support future planning and programming.

In respect of the staff:

- Work collaboratively alongside educators and actively engage in support, mentoring and learning opportunities.
- Communicate professionally and respectfully with colleagues at all times.
- Contribute positively to a supportive, inclusive and culturally safe team environment.
- Acknowledge and respect the diverse skills, experiences and perspectives of colleagues.
- Engage in professional discussions with educators to enhance knowledge and practice.
- Advise an educator or the Director of any matter that may impact the safety or wellbeing of children, compliance requirements, or the effective operation of the Service.

In respect of families:

- Develop and maintain respectful and positive partnerships with families.
- Recognise and respect families as the child's first teachers.
- Communicate professionally and respectfully with families at all times.
- Support the sharing of information between families and educators to promote positive outcomes for children.
- Promote and uphold Sandhills' commitment to child safety and wellbeing.

Professional Conduct & Learning

- Follow and enact Sandhill's philosophy, policies and procedures
- Complete the National mandatory child safety training
- Work within the National Quality Framework, the Early Childhood Australia Code of Ethics, the Service philosophy, The Child Safe Standards, policies and procedures.
- Attend and contribute to staff meetings and other whole of staff professional learning events.

- Contribute positively to continuous improvement initiatives and the achievement of Service goals.
- Actively engage with Service communication and management systems, ensuring awareness of operational updates, priorities and responsibilities.
- Undertake first aid training (including training in anaphylaxis management and emergency asthma management) in accordance with regulatory requirements of the jurisdiction and at intervals decided by the Director.
- Act in accordance with the principle of paramountcy, ensuring the rights and best interests of the child are paramount consideration in all decisions and actions.
- Maintain professional boundaries with children, families, and colleagues at all times, including in digital and online spaces
- Maintain the Confidentiality and Privacy Policy with regards to children, families and educators at all times.

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

- Completion of Year 10 or equivalent.
- Working with Children Check.

Experience

- Not required.

Knowledge

- Demonstrated ability and commitment to undertaking and completing the study component of the traineeship, with an interest in early childhood education.

Competencies

Demonstrated ability or commitment to:

- Work in a team environment and contribute positively to the functioning of the Service.
- Establish trusting relationships with children aged 0 - 5 years, and to assist to foster their development and esteem.
- Communicate and interact effectively with children, parents and staff.
- Complete the academic requirements of the traineeship.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply a competent level of interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently, where guided to do so and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines, as delegated.
- Effectively use information technology.

Selection Criteria

Essential Criteria

- Completion of Year 10 or equivalent.
- An interest and passion for working in the Early Childhood Care and Education sector
- Demonstrated ability and commitment to undertaking and completing the study component of the traineeship
- Strong communication skills and ability to relate with children, parents and other staff.
- Ability to work in a team environment and contribute to the effective functioning of the Service.
- Demonstrated commitment to Work Health & Safety, Equal Employment Opportunity and Cultural Diversity principles
- Working with Children Check (or willingness to obtain one)

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Sandhills Director

SIGNATURE:

People and Culture use:

National Criminal History Check	☐	Working with Children Clearance	☐
Functional Health Assessment	☐	Immunisations	☐