

COOLAMON SHIRE COUNCIL POSITION DESCRIPTION

Position:	EARLY CHILDHOOD EDUCATOR – DIPLOMA
Status:	Permanent
Hours:	Up to 37.5 hours per week
Reports to:	Coolamon Child Care Centre Manager
Directorate:	Corporate and Community Services
Supervises:	Nil
Award/Grade:	Local Government (State) Award 2023 Band 2 Level 1A – Band 2 Level 1H
Relationships:	Executive Managers; other Council Staff; Commercial, industrial and development professionals and contractors; members of the public.

Position Summary

As a Diploma qualified educator, this position is expected to be an active leader of a team which provides high quality early childhood education and care to children.

Key Responsibilities

- To work in accordance with the requirements of the Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulation and the National Quality Standard for Early Education and Care.
- Working in accordance with the Code of Ethics of the Early Childhood Australia.
- Implementing the services' philosophy in undertaking all other duties.
- Working in accordance with the policies and associated procedures of the service and Council.
- Facilitate the implementation of contemporary, research-based practices at the service.
- Provide ongoing support and assistance to other staff in all areas of service operation.
- Any other duties as directed and considered relevant to the role and area of responsibility.

Position Criteria

Essential Qualifications, Licences and Experience

1. Diploma in Children Services or equivalent ACECQA recognized qualification.
2. Clear Working with Children Check.
3. Current First Aid Certificate, Anaphylaxis and Asthma Management training.
4. Current C Class Drivers Licence.
5. Current Foundations of Child Safety Training Certificate, provided prior to commencement date.
6. Approved Child protection qualification.

Experience, Skills and Knowledge

7. Strong knowledge of the Early Years Learning Framework and national Quality Standard.
8. Solid communication (oral and written) and interpersonal skills including sound conflict resolution and negotiation skills.
9. Ability to develop strong relationships with children and their families.

10. Solid time management, planning, administrative and computer skills including proficiency in Microsoft Office.
11. Previous Local Government experience (desirable).

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 9 of the Local Government (State) Award 2023.

Organisational Responsibilities

Code of Conduct

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion

Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety

Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____