BLAND SHIRE COUNCIL
west wyalong

Position Description

Position Title:	Early Childhood Assistant
Position Code:	3507
Basis of Employment	Casual
Classification:	Grade 7
Reports to:	Early Learning Assistant Director
Location:	Children Services Unit, Pine St, West Wyalong

Primary Purpose of the Position

To champion children's safety, wellbeing and right to be heard and involved in decisions that affect their world. Recognising that the safety, wellbeing and best interests of the children are paramount by committing to provide a safe, supportive and understanding environment that builds confidence, trust, agency and secure, respectful relationships.

Primary Responsibilities

- Assist fellow educators to champion children's safety, wellbeing, rights and best interests in all decisions, practices, policies and procedures, ensuring compliance with the Education and Care Services National Law (NSW) and Education and Care Services National Regulations.
- Receive guidance, mentoring and feedback from supervisors and team members to ensure consistent, professional practice that promotes children's safety, inclusion, wellbeing, agency and participation to meet the requirements of the National Quality Framework (NQF) and National Quality Standard (NQS).
- Actively supervise to provide a safe environment, including ratio awareness, transition supervision, excursion supervision, emergency procedures and individual safety needs (awareness of illness/allergies).
- Participate in child protection compliance, including current knowledge and application of relevant NSW Child Protection legislation, Mandatory Reporter responsibilities, the National Law, National Regulations and service child protection policies.
- Develop open learning relationships and connection with all children by responding to their cultural traditions, strengths, abilities and interests.
- Contribute to the vibrant and flexible indoor/outdoor learning environment that is responsive to the interests and abilities of all children.
- Plan and implement various experiences for children, including daily pauses, group times, experiments, music, movement and stories.
- Assist with the planning, documenting and evaluating of children's learning so that children's progress can be identified, documented and communicated to families.
- A working knowledge and continual commitment to understanding of the Early Years Framework.
- Contribute to ongoing learning through individual and group reflective practice.
- Work as a team member to develop and maintain safe, inclusive educational practices for children by maintaining a clean, tidy work environment.
- Assist and contribute to all services within the Children Services Unit.
- Develop and uphold a professional relationship with colleagues, parents, stakeholders and members of the public whilst maintaining confidentiality and respectful professional boundaries.
- Provide feedback on operations to ensure a secure, caring and developmental safe environment for the children is maintained.
- Follow established procedures and policies, working within regulation and legislative requirement.
- Participate in webinars, meetings and professional development as required and directed by the Early Learning Director or Educational Leader.
- Willingness to work across all Children Services Unit services and programs, including replacing educators in the classroom when on leave or as required.

- Prepare materials required, as directed from the room leader for the program and the setting up of classroom and playground prior to the arrival of children.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required.
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities.
- Carry out other duties that are within the limits of employee's skills, competence and training.

Essential Criteria

- Certificate III in Early Childhood Education and Care or actively working toward this qualification.
- Current "Provide First Aid in an Education and Care setting" (HLTAID012) certificate.
- Current CPR certificate.
- Current Police Check.
- Current Working with Children Check (WWCC) number.
- Current Child Protection – Identify and Report Children and Young People at Risk (CHCPTR025) or Identify and Respond to Children and Young People at Risk (CHCPRT001) with willingness to upgrade qualification asap.
- Current Provisional 2 Driver licence as a minimum
- The successful candidate will be required to complete the mandatory Department of Education National Child Safety training prior to commencing with the children (or provide a certificate of completion).

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

Immunisation Requirements

This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A, Measles, Mumps, Rubella (MMR), Pertussis (Whooping Cough), Varicella (Chickenpox) and Influenza to protect them against possible exposure to the viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of the employment to retain the position.

Working With Children Check (WWCC)

If this role is identified as a position which undertakes child related work, as defined by the *Child Protection (Working with Children) Act 2012, the Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. If there is any change to your Working with Children Certificate clearance, you are obliged to report this to your supervisor immediately. The WWCC will be verified and cleared prior to commencing work with children. The Nominated Supervisor completes validation checks every 6 months to confirm children's safety and educator suitability.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Standing/walking – Constant	Sitting – Occasional
Squatting/kneeling/stooping – Frequent	Fine finger manipulations (keystrokes and writing) – Occasional
Bilateral gross hand manipulations – Frequent	Lifting/carrying 10kg to 15kg - Occasional
Sun/UV exposure	