Position Description

Childcare Educator

Position details

Department	Planning and Community			
Business Unit	Eastside Child Care Centre			
Reports To	Eastside Long Day Care Centre Coordinator			
Award Classification	Band	Operational	Level	3
	Status	Casual	Salary	Grade 3
Standard Hours	As required			
Staff Accountability	Direct	Nil	Indirect	Nil

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position purpose

To provide high quality care and early childhood education to all children attending the Eastside Long Day Care Centre and to provide support to all other educators delivering care and programmed learning activities at the Eastside Long Day Care Centre.

Skills and competencies

The incumbent will be required to demonstrate and maintain skills and competencies relevant to the position in line with those set out in the *Local Government (State) Award* for Operational Band 1, Level 3.

Authority and delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Position accountabilities and corporate responsibilities

Key Accountabilities

- Contribute to a safe, clean healthy and welcoming environment.
- Communicate in a clear and concise way with staff and clients to achieve a focus on the best way to achieve work objectives.
- Participate with work group and other teams in a supportive, efficient, and effective way.
- Complete Centre administration tasks daily and all relevant documentation relating to individual children according to Centre policy and procedure.
- Assist in identifying children with additional needs and monitoring their development as required.
- Keep up to date with current trends in early childhood education and maintain professional development.
- Adhere to Council and Centre policy and procedure relating to child protection to ensure the safety of children in care.
- Ensure adequate supervision of all children is always maintained.
- Take responsibility as a mandatory reporter for child protection and related process.
- Always maintain confidentiality in relation to children, families, and other educators.
- Maintain accurate records in accordance with Council's information management policies.
- Provide a high level of customer service to internal and external customers in accordance with Council's Customer Service Standards.
- Compliance with Council's and the Centre's policies and procedures, as amended from time to time, as they relate to your employment. This includes but is not limited to record keeping and Work Health and Safety (WHS) and equal employment opportunity policies and guidelines.
- Work with the centre coordinator and other educators to ensure that the Centre operates within the Child Care Regulations, National Quality Standards and contribute to the development and review of policies and procedures which facilitate these.
- Actively contribute and support the centre's continuous improvement through the services Quality Improvement Plan (QIP).
- Carry out other duties within the limits of the employee's skill, competence and training, as directed from time-to-time.

Performance Responsibilities

- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals.
- Undertake training and attend professional development opportunities, if and as required.

Customer Service Responsibilities

- Comply with Council's Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
- Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

Fraud and Corruption Control Responsibilities

- Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council's organisation and operations.
- Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council's Fraud and Corruption Control Policy.

Risk Management Responsibilities

- Identify, assess, evaluate and treat risk relevant to the position.

Work Health and Safety Responsibilities

- Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.
- Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
- Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

Key Relationships

Who	Why
Internal	
Long Day Care Centre Coordinator	• Provides direction and supervision for role
Director	• Provides overall management of the Directorate and its employees
Council Staff and Management	• Manage expectations and provide services
External	
Customer/ stakeholders	• Monitor, direct and address enquiries • Ensure stakeholder expectations are being met

Selection Criteria

Essential:

- Certificate III in Early Childhood Education and Care or equivalent.
- Understanding of the National Quality Framework for Early Childhood Education and care, - National Quality Standards, Early Years Learning Framework, National Education and Care Services National Regulations 2011 and amendments to these regulations.
- Experience in working with children 0-5 years.
- Effective interpersonal and communication skills.
- Time management skills and ability to organise work effectively.
- Ability to work independently and as part of a team.
- Demonstrated computer literacy skills.
- Current First Aid Certificate appropriate to childcare workers including Asthma and Anaphylaxis management equivalent to HLTFAID004 - Provide an emergency first aid response in an education and care setting.

Desirable:

- Diploma of Early childhood education and care or other training in Early Childhood Education.
- A passion for working in Early Childhood Education.
- Experience working in local government.

Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

- Current NSW Class C.

This position requires the following pre-employment checks:

- National Criminal History Check
- Working With Children Check (WWCC)
- Pre-employment health assessment

Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name: .....

Employee Signature: .....

Date: .....

Authorisation

Approved by the General Manager:

Employee Name: .....

Employee Signature: .....

Date: .....