



POSITION DESCRIPTION

TITLE:	Educator (Child Care)
CLASSIFICATION:	Band 1 Level 3 to Band 1 Level 4
REPORTS TO:	Lead Educator / Centre CoOrdinator
DIRECT REPORTS:	NIL
DATE REVIEWED:	July 2021

This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.

This position is "Child Related Employment" and it is an offence for a prohibited person to apply. All applicants will be required to sign a declaration and consent form to conduct a Working with Children and National Police Check.

JOB SUMMARY

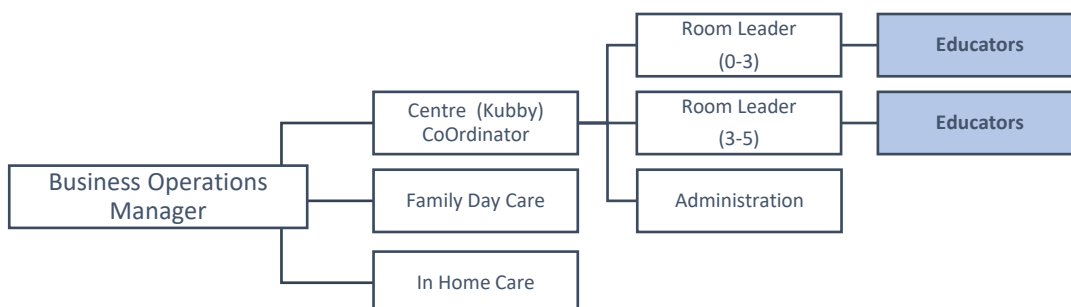
This position works cooperatively with a team of educators to ensure that the service operates in an efficient and effective, customer-focused manner, whilst providing a safe, nurturing and stimulating learning environment for all children, including high quality education and care.

COUNCIL'S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity and Teamwork. The abbreviated mantra "**ACE IT**" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.

Accountability	Communication	Effective Leadership	Integrity	Team Work
We are responsible for our actions, our behaviour and the satisfactory completion of allocated tasks	We communicate openly and respectfully, sharing timely and appropriate information with others	We lead by positive example, embodying all of Council's agreed Values	We are consistently honest, transparent, ethical and fair, regardless of the situation	We work collaboratively to achieve shared goals for Council and the community

ORGANISATIONAL RELATIONSHIPS



SPECIFIC ACCOUNTABILITIES

EDUCATOR (LONG DAY CARE)

- Provide and advocate for high-quality, customer focused care and education for the children.
- Work in accordance with the requirements of the Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations, the National Quality Standard for Early Education, and Care and the Code of Ethics of the Early Childhood Australia.
- Ensure that the children are adequately supervised in a safe, supportive, stimulating, and educational learning environment.
- Ensure the service is ready for operation at the beginning of each day and that room specific and centre checklists are completed prior to start.
- Assist with the planning, implementation, and evaluation of a play-based learning environment responsive to the children's interest, strengths, and abilities.
- Assist with the implementation of behaviour support strategies for children.
- Ensure curriculum decision making contributes to each child's learning and assists children to enhance their connection with community, wellbeing, confidence as learners, and effectiveness as communicators.
- Engage in critical reflection and evaluation of children's learning and ensure this information is used as a primary source of future planning.
- Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, professionalism, equity, and fairness.
- Actively participate in ongoing professional development and training programs.
- Attend staff meetings as required and actively contribute to these meetings through shared observations of children and sharing continuous improvement ideas.
- Maintain the confidentiality policy on children, families, and other staff at all times.
- Ensure the Coordinator is informed of all problems arising which could affect the children, service approval or rating, regulatory and legal compliance, or the efficiency of the service.
- Identify and initiate continuous improvements to maximise service delivery through reflective practice and as directed by the Room Leader and/or Coordinator.

WORK, HEALTH AND SAFETY

- Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
- Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Report any potential hazards, incidents or injuries to Supervisor and WHS Adviser within 48 hours
- Participate in any applicable WHS consultation arrangements
- Complying with any Return-to-Work Plan if injured and support rehabilitation in the workplace
- Correctly use all personal protective equipment
- Comply with emergency and evacuation procedures and site rules if applicable
- Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
- Correctly use all personal protective equipment
- Comply with emergency and evacuation procedures and site rules if applicable

GENERAL

- Actively share information and knowledge with relevant staff
- Deliver the accountabilities and meet project milestones, performance targets and service levels within your role.
- Comply with the plans, policies, and procedures of Council and the service.
- Ensure accurate records are maintained in Council's corporate records management system as appropriate.
- Ensure timely attention to and reporting of matters requiring corrective action.

- Actively liaise with other Council staff, work collaboratively with other departments across the organisation, and contribute to a positive workplace culture.
- Exhibit Council's core values in all that you do and say, demonstrating behaviours that are above the line and setting a good example that inspires staff around you to do the same.
- Any other duties reasonably requested by Council within the skillset of the job holder.
- Positively and proactively work with others across the organisation to deliver the outcomes, being flexible across the rotation of shifts and age groups
- Contribute to a positive work environment within the team, business unit, and the workplace.
- Foster a culture of high performance, supporting others to deliver operational objectives across the business, promoting and inspiring others to behave in accordance with Council's core values.
- Undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
- When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council's policies, guidelines, and relevant legislation inclusive of the Privacy Act.
- Undertake any other duties as requested by Council within the skills and experience of the jobholder.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Tertiary qualifications at AQF Level 3 (Certificate III) or above in Early Childhood Education and Care with relevant experience in a similar role
- Genuine interest in the education of children and a desire to encourage and support families and children in our community with the ability to foster sincere, responsive relationships with children
- Clearance to work with children as verified through a current Working with Children Check (WWCC) with a current First Aid Certificate including asthma and anaphylactic management
- Demonstrated understanding of early learning principles, teaching practices and standards, current thinking and associated legislation, policies and guidelines
- Well-developed organisational skills with the ability and willingness to adapt within an environment of fluctuating workloads and changing priorities in order to meet operational outcomes
- Solid oral and written communication skills with sound negotiation and mediation skills
- Demonstrated ability to form sincere, responsive, supportive, and collaborative relationships with children, families, and the community
- Knowledge of and commitment to the principles of workplace health and safety (WHS)

DESIRABLE CRITERIA

- Tertiary qualifications at AQF Level 5 (Diploma) or above in Early Childhood Education and Care
- Experience in undertaking educational program planning to meet the needs of all children within the service
- Sound skills across Microsoft Office applications with high level computer literacy

CONDITIONS OF EMPLOYMENT

SALARY

The position has been evaluated as being in the range between Band 1 Level 3 Grade 1 (Cert III) and Band 1 Level 4 Grade 2 (Diploma) in accordance with the NSW Local Government (State) Award.

HOURS

Full time Kubby House Childcare Centre staff work 38-hours each week, Monday to Friday, over a 19-day month. The current standard operating hours for the centre are 8.00am – 5.30pm, with staff working a variety of shifts across a rotating roster.

Some variation in work hours may be required from time to time to ensure efficient operation of the centre, with excess hours paid at overtime penalties.

PRE-EMPLOYMENT SCREENING

Prior to commencement of employment with Council it may be necessary to undergo the following pre-employment screening (at Council's expense):

- Medical examination (which includes drug and alcohol testing)
- National Police Check and/or Working with Children Check
- Reference checking

EMPLOYEE ACCEPTANCE

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document noting that this document is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

The position holder agrees to work cooperatively under Council's policies and procedures including work health and safety, equal employment opportunity and code of conduct.

NAME			
SIGNATURE		DATE	