

Early Childhood Educator and Second-In-Charge – Walla Walla Centre

Incumbent	VACANT							
Department	Corporate and Community Services							
Main Purpose of the Role	To ensure that Greater Hume Children Services Walla Walla Centre operates in an efficient and effective manner, whilst providing a safe, nurturing and stimulating learning environment aligned to the Greater Hume Children Services Philosophy.							
Reports to	Centre Team Leader							
Staff Supervised	Nil.							
Hours of Work	Based on up to a 38 hour week, actual hours of work will be in accordance with a rotating roster. The roster covers a span of hours ranging from 6.45am till 5.30pm.							
Salary	Grade	11	Band	2	Level	2	Step	
Last Reviewed	April 2025							

Key Tasks

- To develop and implement a curriculum which meets the developmental, cultural and individual needs of children attending the Centre
- To be actively involved with children as individuals and in groups, assisting them to participate in daily routines and to develop their skills being inclusive to their individual learning needs
- To maintain and complete children's daily documentation and record sheets
- Work cooperatively with all team members to facilitate the best interest of the children at the Centre, their families and community
- To comply with the Education and Care Services National Regulations
- To report on all maintenance and equipment needs and replacements
- To follow housekeeping practices which ensures that equipment is maintained at an optimal level and that designated areas are kept clean and tidy
- To be an active member of the team, including participation in staff and parent meetings, ensuring a cooperative teamwork approach and promoting good communication between staff, volunteers and parents
- Perform other tasks or duties as directed by the nominated Supervisor/Team Leader which are within the limits of the employee's skill, competence and training
- Observe requirements of the WHS Legislation, relevant to the job and adhere to Greater Hume Council Policies and Procedures regarding WHS
- Observe appropriate Greater Hume Council Policies and Procedures regarding day to day operations including Equal Employment Opportunity Policies, Dress Code and Standards and Greater Hume Council's Code of Conduct.

Other Requirements

- On occasions there will be a requirement to attend meetings, professional development/training and events outside of normal business hours
- This position may have the opportunity to carry out the role of an Educational Leader on a rotational basis
- This position involves working both indoor and outdoor, along with computer work. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing, along with the capacity to maintain normal manual handling tasks across the work manual handling activity
- A full functional and medical assessment is required for this position
- This position requires evidence of a current NSW Working with Children Check
- This position may be located across all 4 service locations
- This position requires evidence of vaccination against the following infectious diseases:
 - Pertussis (Whooping Cough)
 - Measles, Mumps & Rubella (MMR)
 - Varicella (Chicken Pox)
 - Influenza (seasonal)
 - Hepatitis A.

Authority and Accountability

- Demonstrated ability to record child observations and develop, implement and evaluate programs, ensuring that all programs recognise and incorporate an anti-bias approach
- The ability to prioritise work and meet deadlines
- Decisions are either guided by practices, procedures and precedent or made in consultation with the Team Leader/Director.

Judgement and Problem Solving

- To research new and innovative ideas that may be incorporated into the Centre's program
- To ensure on-going professional development by attending relevant in-services courses, workshops and conferences
- Joining relevant professional organisations and reading new research and other material as available
- To be sensitive to the health and wellbeing of children and refer concerns to the Coordinator
- To ensure that satisfactory standards of behaviour are maintained and appropriate policies of discipline are used.

Specialist Knowledge and Skills

- Sound working and demonstrated knowledge of the Early Years Learning Framework (EYLF)
- Sound knowledge of child development and experience in the application of that knowledge in the implementation of programs and routines
- General understanding and knowledge of record keeping and administrative procedures required in a Long Day Care Centre
- Working knowledge and understanding of the National Quality Framework and National Quality Standards
- Demonstrated knowledge of the day to day care of the children; including hygiene and health and safety practices and standards.

Management Skills

- To provide support, supervision, on the job training and role-modelling to untrained and relief staff, volunteers and students as appropriate or required
- To assist with the day to day management and administration of the program
- The job holder is responsible for own work and may be required to direct or supervise other personnel.

Interpersonal Skills

- Ability to provide support and relevant information to parents encouraging parental involvement and participation to the Centre's activities
- Ability to work in a team environment
- High level of verbal and written communication skills, providing accurate information and appropriate referrals in a friendly and courteous manner, promoting a positive image of the Centre at all times
- Demonstrated ability to maintain a high degree of confidentiality at all times, on and off duty.

Essential Criteria for Appointment

- Diploma (or working towards) in Children's Services
- Current First Aid Certificate (compulsory to have and maintain)
- NSW Working with Children Check Clearance
- NSW Police Check Clearance
- Current Accredited Emergency Asthma Management Training (compulsory to have and maintain)
- Current Accredited Anaphylaxis Management Training (compulsory to have and maintain)
- Class C (standard) Drivers Licence
- Experience in a long day care centre
- Experience in supporting and working in a multi-disciplinary child care team.

Part 4 – WHS & R Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

RWHS Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with SafeWork NSW and other requirements
- Work towards achieving set RWHS targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the current Work Health and Safety Act and Regulations
- Participate in workplace RWHS inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any RWHS Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting RWHS Risk Assessments and in the implementation of control measures

RWHS Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by SafeWork NSW and government Agencies
- Attending all compulsory and relevant training

RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment:

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees occasionally and up to periods of up to 10 minutes and to crawl to access confined spaces
- Ability to climb steps / stairs occasionally
- Capacity to stand for sustained periods
- Capacity to maintain fine hand and finger use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to alternate between sitting and standing constantly
- Ability to walk on both even and uneven ground.

Work Environment

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by WorkCover and government Agencies
- Attending all compulsory and relevant training.

Work Hazards

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside your scope of responsibility or financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

Delegations

Nil.

Special Conditions of Employment

- This position has been identified as “**child-related employment**” under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, structured referee reports and prior employment checks, including relevant disciplinary proceedings will be conducted on recommended applicants
- **It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.** As an applicant for a child-related employment position, you will be required to make a disclosure as to whether you are a prohibited person, that is, someone who has been convicted of a serious sex offence.

Additional Duties

- This position has been identified in the Greater Hume Council First Aid Procedure as being a First Aid Officer. Access to a first aid kit and appropriate training and vaccination will be provided to fulfil these duties. No allowance is paid.