

Position Description



POSITION TITLE:	Casual Educator - Early Learning Centre	POSITION NO:	TBA
DEPARTMENT:	People and Community Services		
LOCATION:	Bogan Shire Council Early Learning Centre, Dandaloo Street, Nyngan NSW.		
REPORTS TO:	Room Leader – Early Learning Centre		
DIRECT REPORTS:	None		
STATUS	Casual	TYPE:	Casual
LEVEL:	Grade 3	HOURS:	Up to 35 hours per week
DATE PREPARED:	18/03/2016	DATE REVISED:	11/10/2019

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Manager: _____
Name Signature Date

Employee
(if applicable): _____
Name Signature Date

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this goal through providing professional, high quality education and care to children from birth to school age in a caring and culturally sensitive environment, ensuring respectful and inclusive experiences for families, children and visitors.

MAIN JOB PURPOSE

The purpose of this role is to assist with the implementation of daily routines, maintain ongoing records of children's development, form positive and nurturing relationships with children, ensuring the environment is safe, supportive, stimulating and educational, developing and foster curiosity, exploration and problem solving and ensuring each child has a sense of belonging

CUSTOMERS

- People who live, work in or visit Bogan Shire
- Elected Council members
- Council Management
- Council Staff
- Governance Agencies / Industry Associations / Family Support Services

ORGANISATIONAL RESPONSIBILITIES

Be familiar with and follow the spirit and content of Council's Code of Conduct. A copy of this is provided with your appointment letter if successful.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Awards, Policies and Anti-Discrimination legislation
- Council's customer service standards and organisational values
- Workplace Health and Safety (WH&S) legislation
- Relevant Strategic and Operational Plans

KEY TASKS / ACCOUNTABILITIES

General Responsibilities

1. Support a team which provides high quality early childhood education and care.
2. Work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010*, *Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*.
3. Work in accordance with the *Code of Ethics of the Early Childhood Australia*.
4. Implement Children's Services' philosophy in undertaking all other duties.
5. Comply with the policies and procedures of Council.
6. Facilitate the implementation of contemporary, research based practices.
7. Provide ongoing support and assistance to other staff in all areas of the Children's Services' operations.

Responsibilities as per the National Quality Standard

Educational program and practice

8. Contribute to the development of programs which reflect the Early Years Learning Framework (EYLF).
9. Assist with the implementation of a play based learning environment responsive to children's interest, strengths and abilities.
10. Contribute to the planning, implementation, evaluation and reflection of programs which reflect the emerging skills and interests of children.
11. 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.
12. Help children develop the goals of the EYLF:
 - A strong sense of their identity.
 - Connections with their world.
 - Strong sense of wellbeing.
 - Confidence and involvement in their learning.
 - Effective communication skills.
13. Assist with the implementation of daily routines and use routine times as opportunities for learning.
14. Engage in critical reflection and evaluation of children's learning and this is used as a primary source of future planning.
15. Under the guidance of the Educational Leader, contribute to the planning of children's learning and the documentation of this so as to make their learning visible, maintaining ongoing records of the child's development and records of children's assessments against learning outcomes.

Children's health and safety

16. Ensure each child's health needs are supported and respond positively and consistently to children's additional needs / requirements – diet / allergies, developmental etc. and support children's individual wellbeing and comfort in sleep, rest and relaxation.
17. Ensure that the children are adequately supervised at all times in a safe, supportive, stimulating and educational environment.
18. Take responsibility to ensure all potential supervision risks are reported to other educators or Director.
19. Take responsibility for the protection and rights of children attending the service.
20. Ensure a high standard of hygiene in compliance with procedures and policies.
21. Administer first aid and medication in compliance with procedures and policies.
22. Ensure to keep accurate and detailed records of injury/accident/trauma and medication forms.
23. Contribute to the regular review of and be familiar with all policies regarding health and safety at the Early Learning Centre.
24. Assist to ensure Council's Child Protection Policy is implemented:
 - Inform the Director Children's Services of any allegations or convictions of a child protection nature against any other employees, of which you become aware.
 - Ensure compliance as a mandated reporter which requires reporting to Community Services, where there is reasonable grounds to suspect that a child is at risk of significant harm.

Physical environment

25. 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.
26. Contribute to the development of an environment for children which fosters curiosity, exploration and problem solving, maintaining respect for and aesthetics of the learning environments, both indoors and outdoors and this is viewed as the 'third teacher'.
27. Maintain supplies and equipment levels for the Early Learning Centre in accordance with Council's policies.
28. Maintain a clean and safe work environment.
29. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so.
30. Conduct daily and monthly workplace inspections and risk assessments and as per schedule provided. E.g. – setup/pack up checklist, toys and equipment cleaning checklist, safe building checks etc.
31. Support children to become environmentally responsible and show respect for the environment.
32. Assume an equal share of cleaning duties.

Staffing arrangements

33. Maintain educator-to-child ratios and qualifications at all times.
34. Demonstrate the code of conduct/code of ethics in all interactions and relationships at the Early Learning Centre.
35. Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness.
36. Be proactive in supporting a healthy team environment.
37. Maintain professional and ethical standards at all times when dealing with families, educators and children.
38. Participate in ongoing professional development and training programs.
39. Attend staff meetings as required and contribute to these meetings through shared observations of children and sharing new ideas.

Relationships with children

40. Ensure each child has a sense of belong, being and becoming within the service.
41. Maintain respectful, equitable and genuine relationships with all children at all times.
42. View and respect children as competent and capable and engage in meaningful interactions through shared decision making with them, forming positive, comforting and nurturing relationships.
43. Each child is supported to manage their own behaviour and this is encouraged with positive behaviour guidance strategies.
44. Each child's dignity and the rights of each child is maintained at all times, responding to the emotional, social and wellbeing needs of each child and respecting children's similarities, differences, cultures and diversities.
45. Provide physical care, assisting children in toileting, dressing and meal times, and all of these opportunities are viewed as teachable moments.
46. Assist in maintaining up to date records of the children within your group.

Collaborative partnerships with families and communities

47. Develop and maintain positive and respectful relationships with families and communities, sharing information relating to their child and the daily activities of the Early Learning Centre and creating safe, supportive and informative environments for families, encouraging them to contribute to the community of the centre.
48. All families are supported and child rearing practices and beliefs are respected which contributes to joint partnerships being consistently implemented.
49. With guidance from the Director and Service Leaders, engage positively in the orientation, enrolment and transition processes for families and children.
50. Act as a resource person for families.
51. Maintain the confidentiality policy on children, families and educators at all times.
52. Be an advocate for high quality services for children in our community.
53. With guidance from the Director, families are supported to access inclusion support and assistance.
54. Ensure Trainees and students on placement are positively welcomed, supported and assisted and be a student supervisor when required.

Leadership and service management

55. Become familiar with all Council policies and procedures.
56. Assist with administrative duties as requested.
57. Advocate for children and their families.
58. Be involved in the Early Learning Centre's *Quality Improvement Plan* and assist to implement this as directed.
59. Positively promote and market the centre to families and the community.
60. Ensure the Director is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service.
61. Attend Council meetings if requested.
62. Keep up to date with current developments and research best practice in the early childhood education and care sector and engage in professional development opportunities.
63. Actively share information about early childhood education and care with the team.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY RESULT AREAS

1. Provision of friendly, enthusiastic and inclusive environment for all children.
2. Confidentiality, integrity and professionalism are maintained throughout all tasks performed.
3. Continued and increased patronage of families to the Early Learning Centre.
4. Positive representation and effective communication on behalf of Council.
5. Compliance with legislative and Council requirements.
6. Positive feedback provided about the Early Learning Centre.
7. All applicable Council policies and procedures are adhered to.
8. Effective self-management, self-development and integrity.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

Having respect for other people.

We treat everyone equally and work to build and maintain mutual respect amongst ourselves, as Shire staff and councillors, as well as with our customers.

Providing responsive customer service.

We recognise that our main function is to serve our local community and we make every effort to deliver quality services in a way that meets, or exceeds, their expectations.

Taking pride in Nyngan and the greater Bogan Shire.

We take pride in doing what we do well to make a difference for the benefit of the whole Bogan Shire community to preserve and improve our “comfortable country living”.

Working together as a team to get things done.

We build teams that work together in a positive and supportive way to get the job done. Teams know that they rely on each individual to do their part and we encourage healthy two-way feedback.

Being accountable for our decisions and actions.

We accept responsibility for the decisions and actions that are taken on behalf of our community. Individually, all Council staff have ownership of their tasks and duties to make sure that we get the job done to the best of our ability.

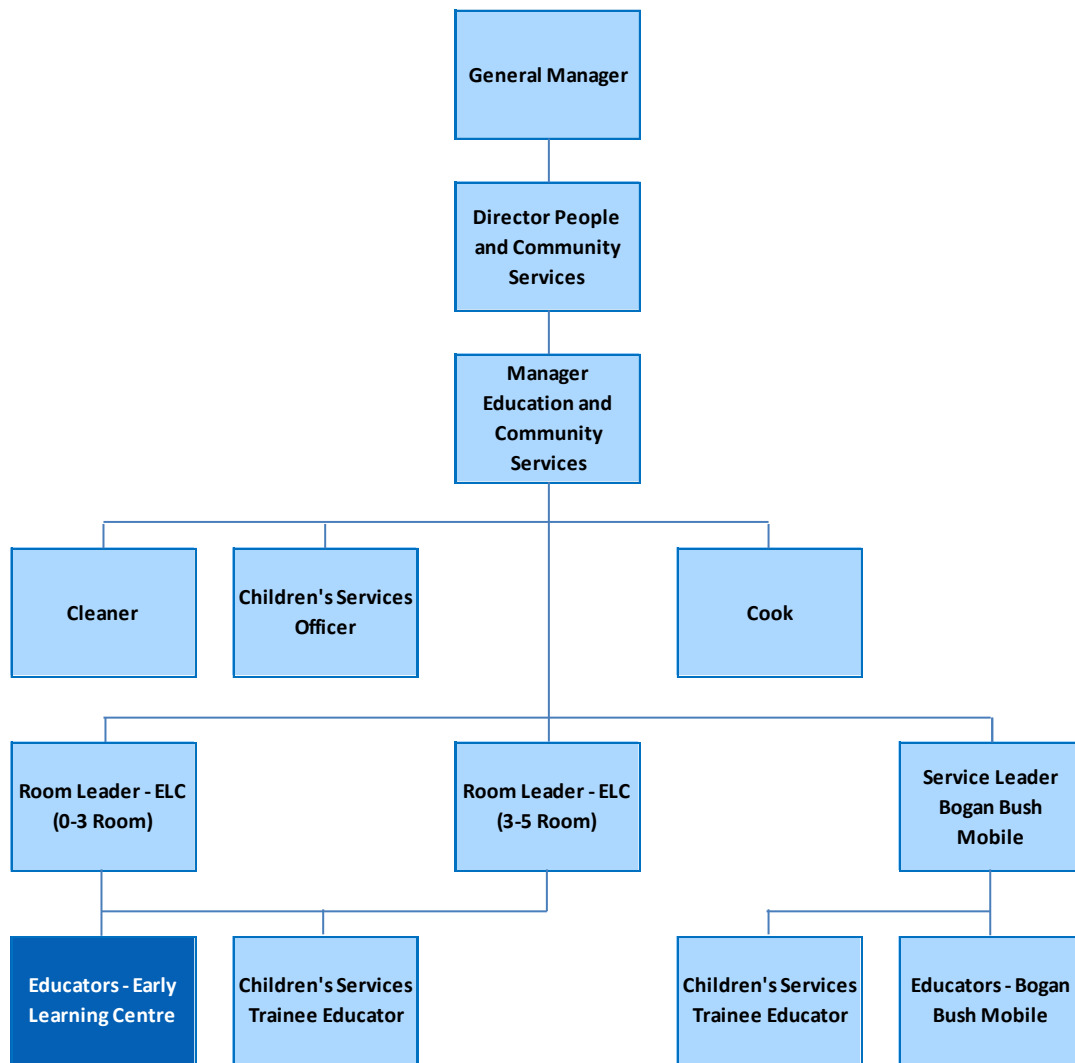
Acting with integrity and honesty.

Our dealings are open and transparent. We can be trusted to do the right thing and we strive to provide the best value for money to the community, our customers.

Demonstrating strong leadership

Together with our community we have established a vision for the future of our Shire and we are committed to planning for and leading the achievement of our community’s strategic goals.

DEPARTMENTAL STRUCTURE



CONDITIONS

- Employment contract is for casual work.
- Hours of work are Monday to Friday, up to 35 hours per week, with a minimum 30 minute meal break.
- Hours between 7.00am and 6.00pm.
- Superannuation paid by Council in accordance with legislative requirements.
- Level 1 Adverse Working Conditions Allowance (whilst changing nappies) in accordance with the Local Government (State) Award.
- Provision of employee uniform as per Council's Employee Uniform and Clothing Policy.
- Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.
- Carry out work in a wide variety of environments – outdoors and indoors in all seasons – exposure to sun, heat, wind and dust as well as nappy changing.
- Council provided sun safety work wear and Personal Protective Equipment (PPE) as per Council's Sun Protection, Clothing and Personal Protective Equipment Policy – wide brim hats and sunscreen.

→ **PRIVACY AND CONFIDENTIALITY (CHILDREN'S SERVICES)**

In this role you will come in contact with information that is extremely sensitive and private in relation to childcare clients. The matter of client confidentiality is paramount.

The Early Learning Centre collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council.

Breaches of this condition will be dealt with in accordance with the Local Government (State) Award.

→ **Working With Children Check**

This position requires the preferred applicant to sign a "Prohibited Employment Declaration" and have obtained or hold a valid "Working With Children Check" under child protection legislation.

KEY SELECTION CRITERIA

Essential:

1. Demonstrated sound knowledge of Children's Services and early learning principles, teaching practices and standards, current thinking and associated legislation, policies and guidelines with the ability to apply these to achieve outcomes relevant to this position.
2. Demonstrated ability to form warm, responsive, supportive and partnering relationships with children, families and communities.
3. Demonstrated interpersonal skills and ability to establish and maintain collaborative working relationships, work independently with minimal supervision, contribute positively within a team environment and promote a customer focus and service excellence culture.
4. Proven ability to communicate clearly, accurately and effectively both verbally and in writing with a high degree of confidentiality and discretion, with the ability to advocate for children, families and the service and develop and maintain relationships and effective partnerships with the community.
5. Possess well-developed organisational skills to manage competing priorities, monitor and report progress and complete set outcomes within tight deadlines, including the ability to use these skills in planning day to day activities, maintaining ongoing records of children's development and keeping families up to date on their child's learning and progress.
6. Ability to research and think analytically with proven problem solving skills and the ability to apply knowledge and experience to issues to suggest potential options and recommendations for their resolution.
7. Tertiary qualifications at AQF Level 3 (Cert III) in Early Childhood Education and Care or equivalent with relevant demonstrated experience over a period of at least 6 months and working towards an AQF level 3 or 4 qualification
8. Have clearance to work with children, as verified through a current Working With Children Check.
9. Hold a current First Aid Certificate.
10. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

Desirable:

1. 2 or more years' experience working in Children's Services.
2. Hold a current class C, P1 or P2 drivers licence.