

	POSITION DESCRIPTION			PD085
	Children's Services Educator			
Classification	CSW Level 5	Status		
Directorate	Community & Engagement	Incumbent		
Department	Children's Services	Reporting to	Manager Children's Services	

PURPOSE OF THE POSITION
Provide innovative and quality early education and care programs in line with the National Quality Framework, supporting children's wellbeing, learning and development.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
Provision of quality childcare	<ul style="list-style-type: none"> <li>▪ To provide consistent quality childcare that meets the needs of the children and families and conforms to applicable standards;</li> <li>▪ Be responsible for the children and general management of the area. To give support to other staff where necessary;</li> <li>▪ The ability to effectively communicate and develop effective and empathetic relationships with staff, children, parents and other stakeholders</li> <li>▪ To ensure quality care aimed at promoting positive development and meeting children's developmental needs is provided at all times;</li> <li>▪ To Develop and implement the curriculum designed to recognise the individual differences and meet children's needs, aiming to provide the aims required by the Centre's philosophy;</li> <li>▪ Assist with guidance, support and supervision of students, with a strong emphasis on co-operative practices which enhance team support;</li> <li>▪ Assist in all activities involved in the team approach to Childcare – including basic washing, changing, toileting and toilet training and feeding children. General cleaning and tidying of room must also be undertaken;</li> <li>▪ Be familiar with and ensure all Early Learning principles and standards are met and maintained to achieve the highest standard possible;</li> <li>▪ To comfort and settle infants, as required and at rest times, giving them individual attention and comfort as required and to demonstrate genuine interest in children;</li> <li>▪ Ensure that children are well supervised at all times for their overall safety within the centre and on excursions;</li> <li>▪ Maintain standards of hygiene, health and safety as outlined in the Policy and Procedure Manual;</li> <li>▪ General administration tasks;</li> <li>▪ Be aware of and able to carry out induction procedures for new families, students and other visitors to the Centre;</li> </ul>

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
	<ul style="list-style-type: none"> <li>Develop an understanding of the management of the Centre and provide input into the decisions and Strategic Plan for the Service.</li> </ul>
<b>Standard Clauses</b>	
Meetings and Interactions	<ul style="list-style-type: none"> <li>Attending and actively participating in internal and external meetings, training and workshops, as required.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Awareness and compliance with relevant standards, regulations and legislation, identified service levels regarding current best practice for early years learning.</li> <li>Council policies and procedural obligations met.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team.</li> <li>Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations.</li> </ul>
Resource Sharing	<ul style="list-style-type: none"> <li>Other duties and back up servicing provided to the Circular Head Council, as required from time to time, pursuant to the Resource Sharing agreement between the two Councils.</li> </ul>
Confidentiality	<ul style="list-style-type: none"> <li>Integrity and confidentiality of all council related activity and documentation is being maintained.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council.</li> <li>Assist Council to mitigate risk by promoting risk awareness throughout the organisation.</li> <li>Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.</li> </ul>
Additional Duties	<ul style="list-style-type: none"> <li>Other duties as directed within the scope of the position.</li> </ul>

SPECIAL CONDITIONS
<ul style="list-style-type: none"> <li>A pre-employment medical including drug and alcohol testing is required prior to commencement.</li> <li>A satisfactory National Police Check and Working with Vulnerable People Clearance will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.</li> </ul>

## WORK HEALTH AND SAFETY ACCOUNTABILITIES

### All staff are required to observe the following WHS accountabilities:

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
  - Take reasonable care for your own safety (physiological and psychological) and that of others at their work.
  - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.
  - Report safety hazards to minimise and control risk.
  - Report immediately any incident or injury which arises in the course of your work.
  - Ensure completion of induction, instruction and training prior to undertaking tasks.
  - Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
  - Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

## CORPORATE ACCOUNTABILITIES

### All staff are required to observe the following corporate accountabilities:

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan, Safeguarding Children and Young People and matters outlined in the Employee Handbook and Enterprise Agreement.

## COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

**RESPECT** - People are heard, valued and respected. We are fair and equitable in all our practices.

**PRIDE** - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

**CONNECTION** - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

**SUSTAINABILITY** - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

**LEARNING** - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Children's Services

Direct Reports Nil

Internal Liaisons: The Children's Services Educator is required to operate as an effective part of Children's Services team and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation.

External Liaisons: Parents, students, visitors and volunteers

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Children's Services Educator exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, they will refer the matter to the Manager Children's Services or delegated Officer.

## PERSONAL ATTRIBUTES

- Maturity, flexibility and tolerance.
- Initiative, resourcefulness and confidence in abilities.
- Ability to develop warm relationships with children.
- Supportive, non-judgemental regard for parents and children.
- Knowledge and appreciation of social, emotional, cognitive, physical and cultural development of children.
- Sensitive to the need for confidentiality.
- Receptive to new ideas and input from others
- Good communication skills

**POSITION – INHERENT PHYSICAL REQUIREMENTS**

The work is likely to require a certain amount of physical activity, such as:

Activity	Never	Occasional	Frequent	Constant
Stooping			X	
Climbing		X		
Walking			X	
Lifting			X	
Pushing		X		
Pulling		X		
Reaching			X	
Standing			X	
Twisting			X	
Squatting			X	
Sitting		X		
Kneeling			X	
Bending			X	
Noise			X	
Support one hand		X		
Two hands required			X	
Vibration one hand	X			
Vibration two hands	X			

**QUALIFICATIONS, KNOWLEDGE & EXPERIENCE****Formal Qualifications**

- Degree in Childcare or equivalent qualification recognised by the Department of Education, Education & Care Unit.
- Responsibility for being charge of a group of children
- Supervises qualified and unqualified workers

**Essential Requirements**

- Current Registration to Work with Vulnerable People (Child Related Activity Clearance)
- Current First Aid Certificate (updated each year)
- Current Vehicle Driver Licence

**Experience**

- Proven experience in a similar role in an Early Years Learning service
- Sound, practical knowledge in National Quality Framework

**SELECTION CRITERIA**

**Essential**

- Degree in Childcare qualification or other qualification recognised by the Childcare Unit;
- Proven experience in a similar role in a Childcare Service;
- Sound, practical knowledge of Early Childhood;
- Demonstrated knowledge of the Regulations and Standards applicable to the relevant service;
- Demonstrated knowledge of Quality Improvement and the Early Years Learning framework;
- Comprehensive understanding of Child Development;
- Confidence to communicate with team members and parents;
- A commitment to operating within a framework with colleagues and parents which ensures mutual understanding for the benefit of the child;
- Flexible and mature approach which ensures optimum outcomes for each individual child; and
- Ability to be resourceful, creative and imaginative to assist program delivery.

**ACCEPTANCE OF POSITION**

I agree to the current requirements of this Position Description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Approval: Edams \_\_\_\_\_ Date: \_\_\_\_\_