

# GLENELG SHIRE COUNCIL

## POSITION DESCRIPTION

<b>Position Title:</b>	Early Childhood Educator – Trainee (Cert III)
<b>Department:</b>	Community Services
<b>Unit:</b>	Children’s Services
<b>Date Reviewed:</b>	September 2022
<b>Award Classification:</b>	National Training Wage Award 2000

### Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.



### Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

### Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council’s Community Engagement Framework and Youth Charter.

### Position Objectives

- To assist and support in the provisions of an optimal high quality educational childcare program for children 0 - 12 years of age, by planning, implementing and evaluating appropriate programs in accordance with National and State Early Years Frameworks, Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010 and State Funding Guidelines.
- Uphold the values of Council, the Code of Ethics and responsibilities under child protection legislation and protocols.
- To support a flexible and innovative program that meets the needs of the whole community.
- To undertake and successfully complete a Certificate III in Early Childhood Education and Care.

#### OUR VALUES

Respect | Integrity | Teamwork | Service Excellence | Innovation



# Early Childhood Educator – Trainee

## Position Description

### **Key Responsibilities & Performance Standards**

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

#### **Provision of Quality Child Care**

- Support and assist in the delivery of a high standard of care that provides all children, in accordance with government regulations, contractual obligations and federal and state policy direction.
- Support a model of excellence and innovation in early childhood service provision through primary contact.
- Assist in the planning and implementation of a high quality program, based on the strengths and interests of children, with an awareness of the need for safety.
- Actively participate and maintain a commitment to the National Quality Framework and make recommendations to ensure continual improvement and quality principles are being practiced.
- Promote and practice The Australian Early Childhood Association Code of Ethics.
- Support and assist to develop, plan, implement and evaluate programs based upon written records, and the observations of group and individual children. Summative Assessments for each child are made available for discussion with parents. (Victorian Privacy & Data Protection Act 2014).
- Provide a safe, stimulating, and nurturing environment for children and their families.
- Provide a high quality service to all external and internal customers.

#### **Consultation, Liaison & Resourcing**

- Communicate and liaise with parents and staff regarding individual children in care and reporting observations when necessary.
- Assist children with personal hygiene and growth; i.e. hand washing, nappy changing, toilet training etc.
- Be a supportive and active member of the childcare team.
- To assist in general cleaning and maintenance of the centre, e.g. laundering of linen, kitchen duties, general cleaning etc.
- Communicate with Room Leaders on all matters pertaining to the program and/or centre, and any concerns or problems that parents may have.
- Be aware of the programs and routines within each room.
- Be involved in recording observations of children.

#### **Administrative Responsibilities**

- Keep appropriate and confidential records of children's development in conjunction with the room leader and child's individual records.
- Assist the Team Leader/Senior Educator/Kindergarten Teacher to ensure buildings, equipment and records are maintained in a safe and orderly manner in accordance with Council's policies, procedures, guidelines and requirements and the Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010.
- Assist and support in the promotion and marketing of the service so that utilisation is maximised.
- Assist and support with the administration tasks covering day to day functioning of the service, where necessary.

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# Early Childhood Educator – Trainee

## Position Description

### **Key Responsibilities & Performance Standards (continued)**

#### **Support & Development**

- Communicate with families, offering support and guidance and encouraging participation in the program.
- Maintain open, effective communication with all users.
- Participate and work effectively as a team member in staff meetings, professional development and family meetings.
- Ensure the policies of the Centre and Council are promoted and practiced.
- Support a positive team approach within the centre and the Children's Services Unit, ensuring maximum performance.

#### **Professional Responsibilities**

- To assist in the development and maintenance of good family/ staff relationships.
- To identify own professional development opportunities through staff appraisal and individual work plans.
- Maintain a commitment to good customer service at all times.
- In consultation with the Team Leader and / or nominated officer assist in the development, implementation and evaluation of unit policies and operational procedures.
- Support and work with Educators to develop innovative models of service that will provide a more effective, flexible and accessible service for the whole community.
- Ensure the optimal health, safety and wellbeing of children in care.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

#### **Confidentiality**

The Officer must not, whether during or after the Officer's employment with the Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

#### **Organisational Relationships**

**REPORTS TO:** Lead Educator

**SUPERVISES:** Nil

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# Early Childhood Educator – Trainee

## Position Description

### **Accountability & Extent of Authority**

- Take responsibility, in conjunction with Educators for supervision of a group of children as required.
- Ensure the health, safety and wellbeing of all children placed in care.
- Maintain accurate records in accordance with legislative requirements and unit policy and procedures.
- In consultation with the Room Leader / Lead Educator, responsible for the efficient, flexible, innovative and effective delivery of the education and care program.
- Ability to work as part of a team with support and guidance from the Room Leader/ Lead Educator.
- Accountable to the Team Leader or nominated employee, for ensuring a high standard of care and safety is provided within the service, encouraging parent participation, family support and community involvement.

### **Judgement & Decision Making**

- Guidance and advice is always available from either the Room Leader, Lead Educators, Senior Educator or Team Leader.
- Ability to participate as part of a team in helping to establish priorities, program development / service plan and implement service initiatives.
- Consult with Lead Educator and / or nominated person when required to make decisions beyond normal day to day issues and those, which go beyond the responsibilities of this position.

### **Management Skills**

- Implement human resources policies and practices.
- Ability to be self-motivating, resourceful, flexible and accepting of changes affecting the Centre.
- Time management skills to set priorities, plan and organise own work
- Competency in maintaining confidentiality at all times
- Ability to work as an effective team member and with other service providers.

### **Skills & Knowledge Required**

- Provision of a safe, nurturing and stimulating environment for children.
- An understanding of child development, program planning, behaviour guidance.
- Knowledge of the Education and Care Services National Law Act 2010, Education and Care Services Regulations 2011, related legislation and Council's OHS Policies and National Quality frameworks.
- An understanding of and interest in child development in the 0 – 12 age range and capacity for creative and responsive program planning to meet needs of children in care.
- Appropriate skills to relate to children at their level.
- Skills to write brief reports (i.e.: accidents/incidents).
- Ability to make written observations on children.

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# Early Childhood Educator – Trainee

## Position Description

### **Interpersonal Skills**

- Effective communication skills with adults and children.
- To assist in problem resolution in a positive and efficient manner.
- Ability to deal discretely and tactfully displaying empathy, warmth and understanding with confidential and sensitive matters.
- Ability to work harmoniously within a team environment and encourage a team approach.
- Ability to communicate with staff, families and others in a professional manner and in well defined activities.
- Desire for self-development on a personal and professional level.
- Effective listening skills.

### **Qualifications & Experience**

- Requirement to complete the Certificate III in Children's Services or equivalent in accordance with the Education and Care Services Regulations 2011 is essential.
- HLTAID004 Provide an emergency First Aid response in an education and care setting is essential.
- Anaphylaxis Management training and a current Driver's License is desirable.
- A genuine understanding of and the desire to work with children aged 0 to 12 years of age.
- Victorian Government COVID-19 vaccination mandate for authorised workers.

### **Employee Risk Management Responsibilities (including OH&S)**

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

### **Key Selection Criteria**

- Requirement to successfully complete the Certificate III in Children's Services or equivalent in accordance with the Education and Care Services Regulations 2011.
- This position requires the successful completion of a satisfactory Police Check and Working with Children's Check, (please note the successful applicant must be over 18 years of age to complete a Working with Children's Check) and, which are essential ongoing requirements, HLTAID004 Provide an emergency First Aid response in an education and care setting is essential.
- Current Driver's License is desirable.
- A genuine understanding of and the desire to work with children aged 0 to 12 years of age.
- Effective communication skills with adults and children.
- Ability to deal discretely and tactfully displaying empathy, warmth and understanding with confidential and sensitive matters.
- Ability to work harmoniously within a team environment and encourage a team approach.
- Satisfactory Police Check and valid Working with Children Check.

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Early Childhood Educator – Trainee  
Position Description

**Signed**

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Trainee's Name

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Trainee's Signature

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Date

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Manager's Signature

.....  
Date

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