

GTO 6.2

Position Description – Early Childhood Educator

Westvic Staffing Solutions Group Training Operations originated in 1984 as a not for profit, community based company and has since evolved as a leading regional provider of employment and training services throughout South West Victoria.

Our services are professionally delivered by dedicated staff, committed to:

- Delivering quality employment and training services to the community
- Increasing the trade and vocational training and employment capacity of the South West Region
- Providing a bridge between school and employment

What is Group Training?

Group training is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

- Carefully selects the Australian Apprentice
- Manages the Training
- Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
- Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Field Officer.

What is an Australian Apprenticeship / Traineeship?

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

What is a Training Agreement?

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between an employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee, and explains the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the State Training Authority via an Australian Apprenticeship Centre.

Early Childhood Educator Trainee

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.

The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s.

Employee Name:

Date PD Issued: 25/7/22

Position: Early Childhood Educator Trainee

Host Employer: HEI Schools Early Education Centre

Supervisor:

Host Employer Address: Waurm Ponds, Lara or St. Leonards

Westvic Staffing Solutions Field Officer: Stephen Soulsby

Duties of Position:

Early childhood educators care for the social, emotional, physical and educational needs of infants and young children in various care settings.

Administration and marketing tasks will be undertaken as part of the traineeship also.

Tasks Involved:

- Complete daily administration tasks as directed
- Assist with marketing tasks as directed
- Attend to enquiries via telephone and email
- Prepare play and learning materials and set up the children's environment
- Integrate children with special needs into the program, modifying the program and the physical environment if necessary
- Supervise children's play, ensuring their physical safety at all times
- Help children with daily routines such as toileting, dressing, eating and sleeping
- Guide children's behaviour and social development
- Prepare light snacks and meals
- Maintain a safe, clean and appealing environment
- Assist child educators
- Perform basic first aid in emergencies.

Personal Requirements:

- alert, observant and active
- able to use judgment and initiative
- willing to accept responsibility
- able to work as part of a team
- able to relate well to children and their parents
- patient
- able to lift children and equipment.

Qualifications and Licenses Required:

- Working with Children's Check
- Police Check
- COVID-19 Vaccination

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- **Hours Per Week : 38**
- **Days per Week: Monday – Friday (Rotating Shift)**
- **Award / Agreement: NTW Award 2010; Host Respondent – Children Services Award 2010**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: As per Award**
- **Allowances: N/A**

Copy to : Employee

Host Employer

Main File



Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____