

# NORTH RINGWOOD COMMUNITY CHILDREN'S CENTRE INC

## POSITION DESCRIPTION

### **EARLY CHILD CARE EDUCATOR – CASUAL LEVEL 4:**

#### **1. POSITION OBJECTIVE:**

- Work as an individual and as part of a team providing quality care and education for the children within a happy, safe and stimulating environment, which incorporates opportunities for the children to develop to their fullest potential.
- Provide support and assistance to fellow team members to ensure a quality child care and education program is offered.

#### **2. DUTIES AND RESPONSIBILITIES:**

##### **CHILDREN**

- Work in conjunction with a Level 3 Child Care Educator caring for children between the age of three months and six years.
- Identify and respond to the needs of individual children and their families supporting home religious and cultural beliefs.
- Establish and uphold a warm, caring and positive relationship with children recognising the uniqueness of each individual.
- Maintain accurate and up to date records of each child.
- Monitor the health and well being of each child, acting appropriately when a problem is identified, and notifying the co-ordinator of the concern.

##### **PARENTS**

- Effectively communicate and liaise with parents about their child's day on a daily basis.
- Confer with parents on a regular basis regarding their child's developmental skills and abilities.
- Provide understanding and support to parents ensuring confidentiality is maintained at all times.
- Provide relevant information to parents on the operation of the centre and encourage their participation.
- Support and communicate with parents to ensure effectiveness in the total development of their child.
- Consult with parents as and when it is required to do so.

##### **PROGRAMME**

- Oversee the total organisation of the daily programme and routines in accordance with the appropriate national standards, centre philosophy and policies and the principles of child development.
- Develop, plan, implement and evaluate a developmentally appropriate and balanced programme based on group and individual needs, strengths and interests of the children in accordance with the criteria of the Early Years Learning Framework.
- Provide a caring, flexible and safe environment which will:
  - actively encourage the children to be involved in their own learning.
  - enhance the individual development of each child.
  - encourage play for learning and enjoyment.
  - promote interest, imagination, curiosity and creativity.
- In conjunction with other staff, be involved in the organisation and planning of relevant incursions, excursions and Centre visitors.
- Warmly acknowledge the arrival and departure of children and their families to and from the centre.

## ENVIRONMENT

- Maintain a hygienic, safe and stimulating environment both indoors and outdoors through the setting of appropriate limits and follow up actions.
- Execute clear emergency and safety procedures as detailed in the staff manual.
- Assist with general duties in the centre e.g. Cleaning tasks, washing etc. that form part of the day to day duties.

## TEAM APPROACH

- Supervise and involve child care workers, students and volunteers in the daily programme.
- Provide a role model and direction for those involved in the care of children.
- Demonstrate and promote a team approach towards quality care and education.
- Attend and participate in staff meetings.
- Have active participation in the Centre's National Quality Standards Framework.
- Assess in conjunction with the co-ordinator, students on placements.
- Support other team members.
- Ask for assistance when required.

## PROFESSIONAL ROLE

- Possess a sound knowledge of child development.
- Maintain a professional and caring approach and standards at all times.
- Attend in-service programs etc. to further your own professional development.
- Participate in the centres staff development and appraisal scheme on a 6 monthly basis.
- Through consultation with the co-ordinator develop links with relevant support services and liaise with other community services.
- Maintain and respect confidentiality of children, families and fellow staff members at all times.
- If required, complete "Supervisors certificate" as required by the National Law and Regulations 2011.

## 3. ACCOUNTABILITY

- Implementation of the Education and Care Services National Law and Regulations 2011 and the Children's Services Act 1996.
- Adherence to the centre philosophy and policies.
- Adherence to National Quality Standards and the Early Years Learning Framework.
- Adherence to the Early Childhood Australia Code of Ethics.
- Performance of all duties and responsibilities as detailed in this Position Description.

## 4. OTHER DUTIES:

- Complete all other duties that may be requested by the co-ordinator from time to time.

## 5. ORGANISATIONAL RELATIONSHIPS:

Reports to: - Child Care Centre Co-ordinator.

Supervises: - Level 3 Child Care Educators.  
- Volunteers and students.  
- Children.

Internal Liaisons: - Child Care Centre Co-ordinator.  
- Qualified Child Care educators.  
- Level 3 Child Care educators.  
- Cook.

External Liaisons: - Parents

## 6. PRE-REQUISITES:

- Excellent verbal and written communication skills
- Child Care Qualification being a:-
  - Diploma in Children's Services or equivalent
- Current Working with Children Check.
- Current First Aid and Anaphylaxis Management Certificate
- Current Asthma Management Training

## 7. SELECTION CRITERIA:

- Sound knowledge and understanding of early childhood development, and the Early Years Learning Frameworks and its application to children's learning.
- Knowledge and understanding of the emotional needs of children.
- Knowledge, understanding and the ability to meet the requirements of the National Quality Standards.
- Ability to work co-operatively in a team environment.
- Ability to communicate effectively with parents, children and fellow team members.
- Ability to accept responsibility and adapt to changing situations.
- Commitment to ongoing professional development.
- Working knowledge of the Education and Care Services National Law and Regulations 2011 and the Children's Services Act 1996.
- Some experience within Children's Centres would be desirable.

## 8. CONDITIONS OF EMPLOYMENT:

- In accordance with the Children's Services Award 2010 and National Employment Standards.
- Excellent working conditions

## 9. HOURS:

The centre is open between 7.15am and 6.15pm. Staff work a rotating shift roster to cover these hours accordingly.

## APPLICATIONS:

All applicants are requested to include the following details with their letter of application.

- Resume.
- Full name, address and telephone number where contact can be made during the day.
- Proof of qualification.
- Copy of current Working with Children Check.
- Copy of First Aid and Anaphylaxis Management Certificate.
- Full details of past experience, including the present position held (if applicable).
- Written references if available.
- At least two (2) professional referees, together with details of their current position and phone number on which they can be contacted. No contact will be made with these referees without prior approval of the applicant.

N.B. Please forward photocopies of any certificates etc. rather than sending originals.

Applications should be addressed to:

Meryl Potter  
PO Box 2217  
Nth Ringwood, 3134