

Position:	Early Childhood Educator – Assistant
Agreement:	Surf Coast Shire Council Enterprise Agreement 2023-2025
Award Classification:	Band 3
Division:	Community Life
Unit:	Early Years
Date Reviewed:	November 2023
Approved By:	General Manager Community Life
Current Incumbent:	

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

POSITION OBJECTIVES

- To ensure the provision of a high quality education and care program that meets the approved learning frameworks and National Quality Standards set by State Government for Occasional Care services.
- To support an inclusive and safe environment for children where innovation, creativity, active play and resilience are encouraged.

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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ORGANISATIONAL CONTEXT

Refer to Surf Coast Shire Council Organisation Chart within this document.

ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader Integrated Community Centre

Supervises: N/A

Internal Relationships: All employees and Councillors

External Relationships: Members of the public, government and community groups and external service providers.

Position description

KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p>Provision of a Quality Educational Program</p>	
<p>Create a welcoming and inviting environment for the children and families that use the Occasional Care service.</p>	<p>Welcome children and family at the start and end of each program. Ensure that materials and resources provided are appropriate for the age of the child. Ensure the indoor and outdoor environment is set up each morning.</p>
<p>Assist in the development of program plans, keep appropriate records of the children and their progress and document strategies used to achieve individual objectives.</p>	<p>Assist in providing a quality education and care program in line with approved frameworks and National Quality Standards that meet the individual needs of every child. Ensure the diversity within families is catered for in the provision of the Early Years program. Assist to ensure that programs are compliant with current Victoria Children’s Services Regulations and Act. Complete daily observation of the children’s development. Complete a reflection sheet at the end of each session.</p>
<p>Provide supervision and quality care to children.</p>	<p>Undertake active supervision of children at all times. Ensure that staff to child ratios are adhered to.</p>
<p>Ensure the safety, health and wellbeing of children.</p>	<p>Complete accident and incident reports for children when necessary, ensuring that families are informed as per Early Years Policy. Complete daily checklist and report any hazards or maintenance problems to the Team Leader.</p>
<p>Assist in ensuring that the early years’ service building, grounds and equipment are maintained to a high standard of safety, cleanliness and repair.</p>	<p>Clean up and vacuum carpeted areas after each session and undertake weekly bin duties. Ensure the outdoor shed is kept in a neat, tidy and safe manner at all times.</p>
<p>Work within the policies and procedures of the early years services.</p>	<p>Service is delivered and advice is provided in accordance with the Early Years Policies at all times. Ensure all Surf Coast Shire and Early Years policies are read, understood and acted upon.</p>
<p>Uphold and enact the Child Safe Standards.</p>	<p>Participate and successfully complete Child Safe Standards training. Report any concerns as per the Surf Coast Shire Council Early Years Services Child Protection Policy and Procedure.</p>
<p>Attend team meetings.</p>	<p>Attend occasional care team meetings as required.</p>
<p>Attend workshops and information sessions to ensure personal and professional development.</p>	<p>Attend professional development sessions as per individual needs.</p>
<p>Administration</p>	
<p>Assist with administrative tasks such as attendances, , accident and medication forms and children’s records.</p>	<p>Ensure that the administrative procedures are carried out according to the requirements of the Department of Education and Training and that appropriate and accurate records are kept.</p>

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Position description

Meet the accountability requirements of the Surf Coast Shire Council and relevant funding bodies by maintaining accurate and appropriate records.

Assist in developing and coordinating a term newsletter for the program.

Maintain children's records in a confidential manner.

Staffing

Encourage a positive team culture.

Other

Perform other duties and responsibilities reasonably within the capabilities of the position.

Risk Management and Workplace Health & Safety

Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.

Participate in the consultative processes provided by the organisation.

Assist in periodic emergency evacuations.

Uphold the Code of Ethics of Early Childhood Educators and responsibilities under child protection.

Ensure attendance records are accurate.
Ensure accident and medication forms are completed in every event of incident or accident as per Council policies.

Assist in ensuring all records of children, parents and staff involved in the programs are kept up to date including medical records, court custody papers and other personal details such as change of address.
Assist in ensuring program planning and children's observations are completed weekly.

Assist in developing ideas and development articles for the Term newsletter and submit to Early Childhood Educator (Diploma Trained) for approval as required. .
Children's records are kept confidentially at all times. .

Work within Council's Purpose, Direction and Approach.

Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.

Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.

Apply a Duty of Care when undertaking any activity carried out as part of this position or on behalf of Council.

Complete daily checklist and report any hazards and maintenance problems to the Early Childhood Educator (Diploma Trained) or Team Leader.

Emergency evacuations are carried out in consultation with the Chief Warden & WHS Coordinator twice a year.
Emergency buddy pockets (allergy information) for children are regularly reviewed.

Be familiar with the Code of Ethics and duty of care and understand your responsibility in relation to the Child Safe Standards.

Position description

Record Keeping

Understanding records management obligations and responsibilities.

Making and keeping accurate and complete records of business activities and decision making.

Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

Children action plans are within expiry date, displayed and have up-to-date photo, emergency contact details and doctor signature.

Ensure all near misses and accidents are reported and recorded in PAN and to Team Leader on every occasion.

Ensuring the quality and accuracy of the data used or entered on Council databases and systems.

Ensure that Children's enrolment forms are completed and meet the Department of Education and Training requirements.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Perform a range of duties under direct supervision.
- Responsible for the quality of own work.
- Report any service development, difficulties and opportunities to the Early Childhood Educator (Diploma Trained).
- Responsible for the supervision of all children within the program.

JUDGEMENT AND DECISION MAKING

- Ability to resolve minor problems that relate to the immediate work environment.
- Routines and procedures are well-defined, understood and documented.
- Ability to maintain confidentiality, professionalism and discretion at all times.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrate knowledge and understanding of early childhood development, the National Quality Framework and the approved learning framework.
- The ability to assist in implementing a developmentally appropriate program that meets or exceeds the National Quality Standards.
- Knowledge of Education and Care Services National Law Act (2010) and Regulations (2011).
- Well-developed communication and customer service skills.

MANAGEMENT SKILLS

- Ability to utilise skills to respond to family concerns, difficult situations with children and seek advice and guidance from senior staff when required.
- Ability to manage own workload to achieve set outcomes within the resources that are available to this position.

INTERPERSONAL SKILLS

- Ability to maintain confidentiality.
- Ability to gain confidence and respect of families and children.
- Demonstrated ability to relate to both children and adults.
- Sound oral and written communication skills.
- Skills in conflict resolution and problem solving.

EQUAL OPPORTUNITY STATEMENT

Surf Coast Shire Council is an equal opportunity employer. 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. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

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CHILD SAFE STANDARDS

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

KEY SELECTION CRITERIA

MANDATORY QUALIFICATIONS AND EXPERIENCE

- Minimum of a Certificate III in Children's Services from an approved training organisation as approved by ACECQA.
- Demonstrated experience working with children and families.
- Experience in assisting in the development and implementation of an educational program.
- Knowledge of the National Quality Framework and an understanding of how this impacts on daily practice.
- Excellent skills in verbal and written communication with children, staff and the wider community.
- Demonstrated ability to work flexibly and collaboratively with all staff.
- Ability to manage risks and identify health and safety issues pertaining to workplace.
- Current First Aid (HLTAID004 Education and Care settings), including annual CPR update (or ability to undertake before start date).
- Current anaphylaxis training and certification (or ability to undertake before start date).
- Current asthma training and certification (or ability to undertake before start date).
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council). A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Experience working with children with Additional Needs.

Surf Coast Shire Organisation Chart

