


<div>Role Title</div> <div>Group</div>  <p>Clarence... a brighter place</p>		Early Childhood Educator Rosny Early Learning Role Description	
		Community and Culture	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Head of Community and Culture	Tracey Cockburn	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Position Number: 1131	Development date: July 2023
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Rosny Early Learning Objectives

To provide high quality education and care that is based on the belief that children are confident and involved learners who learn through play and exploration.

The Early Childhood Educator will contribute to a program that provides a variety of opportunities to learn through play and that fosters each child's unique abilities. The program is driven by children's interests, strengths and needs and is a balance of intentional teaching and children's emerging passions. The program includes creative and engaging activities, imaginative play, music and movement, stories, excursions, and quiet times.

Essential Duties and Responsibilities

Supervision

- Ensuring children are well supervised at all times, including supervising:
 - children in recreational activities.
 - sleep and rest periods.
 - the daily routine of children.
 - children on excursions, as per the Centre's policy.
 - the safety and hygiene of children.

Daily Routines

- Welcoming individual children and parents (including managing separation issues) and ensuring children are ready for departure at the parent's expected arrival time.
- Liaising with parents in regard to children's activities, exchanging information in regard to the day/previous night and ensuring information is communicated to relevant room staff at change of room/shift.
- Assisting children in daily routines such as toileting, dressing, eating and sleeping.
- Preparing materials and equipment for educational and recreational activities.
- Reporting problems and concerns about child and room management to the staff member in charge of the room or Director.

Program Planning

- Actively contribute and participate in the development and implementation of appropriate developmental programme suited to the needs of individual children and groups.

- Reporting observations of individual children or groups for program planning purposes.

Child Development

- Developing an increased understanding of the individual needs of each child.
- Undertaking work with individual children with particular needs, as required.
- Supporting language and cognitive development of children.
- Managing children's behaviour and guiding children's social development.

Medical and Health & Safety

- Undertaking safety checks of playground area.
- Reporting equipment and maintenance needs to supervisory staff and removing broken or potentially dangerous toys and equipment.
- In the case of a child's illness or an accident, ensuring information is passed onto the Director or senior staff person immediately.
- Ensuring medication is only given by trained staff.

General

- Attending staff meetings and in-service training as required.
- Actively participate in the development, implementation, and review of the Services Quality Improvement Plan.
- Working with other staff members and management in a co-operative manner.
- Ensuring open and positive communication is encouraged at all times between staff, parents, management and children.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All employees must:

- comply with all reasonable and lawful directions.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- comply with policies and procedures at Rosny Early Learning and Clarence City Council as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter
 - Procurement Policy and Code for Tenders and Contracts
 - Fraud Policy
 - Workplace Behaviour and Code of Conduct Policies
 - Work Health and Safety Policy and Procedures
- perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the General Manager.

Organisational Relationship

The Early Childhood Educator is a member of the Community and Culture Group and is responsible, in the first instance, to the Director Rosny Early Learning who reports to the Head of Community and Culture

Salary Range

The salary range for this position depends on the qualifications of the successful applicant.

- Certificate 3 holders are paid at Level 1 / Level 2 depending on experience.
- Diploma and Early Childhood teachers are paid at Level 3 / Level 4 depending on experience.

Selection Criteria

Essential

- Completion of Certificate III or Diploma in Children's Services or an Early Childhood Education degree.
- Knowledge and understanding of children and their development.
- Excellent interpersonal skills, including the ability to relate to and communicate with children, parents and co-workers.
- Understanding of health and safety practices relevant to the childcare industry.
- Good organisational and time management skills.
- Ability to work in a team environment.

Desirable

- Current First Aid Certificate.

Screening Checks

Appointment will be conditional upon a satisfactory:

- | | |
|--|---|
| ■ National Police Check | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| ■ Working with Vulnerable People Check | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| ■ Medical Check | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| <input type="checkbox"/> Lifting children aged 0 - 6 from floor level. | |
| <input type="checkbox"/> Squatting and kneeling. | |
| <input type="checkbox"/> Sitting on low chairs. | |
| <input type="checkbox"/> Carrying and assembling outdoor play equipment. | |
| <input type="checkbox"/> Bending towards children. | |
| <input type="checkbox"/> Bending over low tables. | |
| <input type="checkbox"/> Changing of children's nappies. | |
| <input type="checkbox"/> Exposure to cleaning chemicals. | |