Position Description
As At 25-Jun-2019

Position Title: Child Care Educator Level 2
Position Code: 1110
Department: Community Wellbeing
Business Unit: Community Services
Work Group: Long Day Child Care Centre
Position Classification: Band 3
Effective Date: June 2019

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

1.1 Assist in providing a children’s program and educational practice that is stimulating, engaging and enhances children’s learning and development, and is be based on an approved learning framework and be delivered to all children attending the centre.

1.2 Approved learning frameworks are the Victorian Early Years Learning and Development Framework or the Early Years Learning Framework, or subsequent approved frameworks.

2.0 Key Responsibilities

2.1 Be actively involved in the planning and implementation of programs that include assessment of each child’s learning and development as part of an ongoing cycle of planning, documentation and evaluation.

2.2 Work within the requirements of the National Quality Standards and actively participate in achieving the highest rating level possible and provide input into the quality improvement plan for the centre.

2.3 Refer any concerns in relation to children’s state of health, well being or development the room leader or coordinator; complete accident / illness /medication records, record attendance details and monitor these regularly.

2.4 Work cooperatively as a member of a team and communicate effectively with clients and other staff for efficient information exchange to ensure appropriate outcomes.

2.5 Attend staff meetings, in-services and training courses, as required, and keep abreast with the latest trends, issues and practices within the field of early years care and education.

2.6 Carry out daily tasks in a timely and efficient manner whilst ensuring that the needs of the children are first priority.

2.7 Where applicable, and when time allows, check: Laundry for washing, drying and folding; Dishwasher and empty if necessary; Hand towels in the adult and children’s bathrooms and fill if necessary.

3.0 Core Physical Requirements
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3.1 Capacity to undertake child care and educational duties, which may include lifting, bending, reaching, squatting & kneeling, etc.

3.2 Capacity to, on occasion, lift items unspecified in weight within individual limits.

3.3 Capacity to cope with loud noises, i.e. children laughing, crying, screaming, etc.

4.0 Accountability and Extent of Authority

4.1 The position is accountable to the Centre’s Coordinator with guidance provided by qualified staff.

4.2 Responsible for the efficient and effective use of resources within own area of responsibility.

5.0 Judgement and Decision Making

5.1 The position will involve situations in which judgements and decisions will normally be made using standard procedures and guidelines.

5.2 Ability to work as a member of a team when implementing the children’s program. This includes using judgement to support children’s learning and development through play.

5.3 Guidance and advice from a qualified staff member is always available.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

6.1.1 Demonstrated competent levels and sound knowledge of child education and care skills, eg nappy changing, engaging with children, language modelling, first aid, development stages of children 0 – 6 years, housekeeping duties and hygiene.

6.1.2 Skills to use evidence to inform planning for early childhood experiences and practice.

6.2 Management Skills

6.2.1 Ability to use initiative in undertaking duties to ensure efficient and effective utilisation of resources and time.

6.3 Interpersonal Skills

6.3.1 Act in a non-judgmental and non-prejudicial manner.

6.3.2 Ability to work cooperatively and effectively as part of a team and provide a positive role model for the children, families and other staff.

6.3.3 Good listening, verbal and written communication skills and the ability to communicate politely, clearly, tactfully and effectively with children, families and other staff.

7.0 Qualifications and Experience

7.1 TAFE Certificate 3 in Children’s Services or equivalent as per the Education and Care Services National Law and Regulations.

7.2 Experience in the care of young children.

7.3 First Aid Certificate is preferred.

8.0 Key Selection Criteria

8.1 TAFE Certificate 3 in Children’s Services or equivalent as per the Education and Care Services National Law and Regulations.
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8.2 Demonstrated relevant experience in child care.
8.3 Ability to work cooperatively and effectively as part of a team and provide a positive role model for the children, families and other staff.
8.4 Good listening and verbal communication skills.
8.5 A current and satisfactory National Police Check.
8.6 A current and satisfactory Working with Children Check.
8.7 First Aid Certificate is preferred.

9. Authorisation

Authorised by: Director - Community Wellbeing

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Employee’s Signature

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