



## POSITION DESCRIPTION

<b>Position Title</b>	Child Care Educator Level 2
<b>Position Code</b>	1110
<b>Business Unit</b>	Community Services
<b>Work Group</b>	Long Day Child Care Centre
<b>Position Classification</b>	Band 3
<b>Effective Date</b>	January 2012

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. 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 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. Working Relationships

Reports to	
Supervisors	

### 3. Key Responsibilities

**3.1** 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.

**3.2** 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.

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

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

**3.5** 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.

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

**3.7** 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.

### 4. Core Physical Requirements

**4.1** Capacity to undertake child care and educational duties, which may include lifting, bending, reaching, squatting & kneeling, etc.

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

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

### 5. Accountability and Extent of Authority

**5.1** The position is accountable to the Centre's Coordinator with guidance provided by

qualified staff.

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

## **6. Judgement and Decision Making**

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

**6.2** 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.

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

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

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

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

### **7.2 Management Skills**

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

### **7.3 Interpersonal Skills**

**7.3.1** Act in a non-judgmental and non-prejudicial manner.

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

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

## **8. Qualifications and Experience**

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

**8.2** Experience in the care of young children.

**8.3** First Aid Certificate is preferred.

## **9. Key Selection Criteria**

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

**9.2** Demonstrated relevant experience in child care.

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

**9.4** Good listening and verbal communication skills.

**9.5** A current and satisfactory National Police Check.

**9.6** A current and satisfactory Working with Children Check.

**9.7** First Aid Certificate is preferred.

**Authorised by: Director –**

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**Date:**

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**Employee’s Signature:**

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**Date:**