

<b>Directorate:</b>	Community and Culture	<b>Department:</b>	Children's Services
<b>Position Grade:</b>	Trainee	<b>Reports to:</b>	Nominated Supervisor/Centre Director
<b>Last review:</b>	June 2016	<b>Next review:</b>	June 2018
		<b>Version No.:</b>	1.0

### Position purpose:

To provide assistance and develop their skills and knowledge in the daily operations of an early childhood service.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Interact with children in a caring and positive way and participate in the daily routine.
- 2) Complying with and implementing all regulatory, legislative requirements and National Quality Standards, and adhering to centre educational philosophy and all Council policies/procedures
- 3) Maintaining confidentiality at all times
- 4) Attending and contributing to staff meetings and in professional development opportunities including TAFE studies
- 5) Providing a positive role model for children, families and visitors at the centre
- 6) Work as a co-operative team member and be flexible in the rotation of centre's shifts
- 7) Help to observe children's abilities and needs, and assist with preparation of activities
- 8) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.

### Decisions made in the position:

This position has no formal delegation of authority

### Decisions referred:

All decisions should be referred to the centre's Authorised Supervisor or Centre Director

### Key issues/challenges:

- 1) Implementation of daily routines and centre programming
- 2) Shift responsibilities and time management
- 3) To keep informed of current issues within the Early Childhood field
- 4) Assisting to meet the needs of children (individually and within a group setting) and their families
- 5) Understanding the needs of families requiring childcare

### Key working relationships:

- Centre Educators, including casual Educators
- Manager Early Childhood Programs
- Training provider, eg TAFE
- Workforce Management

**POSITION SPECIFICATION**

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

**ESSENTIAL CRITERIA****Qualifications/Licences**

- Must **not** already possess a Certificate III or higher qualification
- Minimum 16 years of age. (Legislative Requirement)
- Effective interpersonal and communication skills

**DESIRABLE CRITERIA****Qualifications/Licences/Experience/Knowledge and Skills**

- Ability to work as a co-operative team member
- Relevant work experience
- Completed Child Care subjects/studies at school
- An interest in the area of early childhood education
- Drivers Licence

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**