

## POSITION DESCRIPTION

Childcare Worker Diploma – Casual Pool  
(POS1260)

<b>Directorate:</b>	Community and Culture	<b>Department:</b>	Children's Services
<b>Position Grade:</b>	7	<b>Reports to:</b>	Nominated Supervisor/Centre Director
<b>Last review:</b>	May 2019	<b>Next review:</b>	May 2021
		<b>Version No.:</b>	6.0

### Position purpose:

To collaborate with the Early Education and Care services team to ensure the effective daily operation of the service, and assist in the planning, programming, implementing and evaluating high quality programmes for children.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Complying with the Children (Education and Care Services) Act 2010, the Education and Care Services National Regulations 2018, the Children and Young Persons (Care and Protection) Act 1998, and child protection legislation, WHS legislation and requirements, Council policies and procedures and all Children's Services policies and procedures
- 2) Developing, implementing and evaluating programs that reflect current approaches/theories of early childhood education
- 3) Supporting the inclusion of families, children and the local community into centre programs and implementing practices that build positive relationships/partnerships
- 4) Supporting team members to promote and encourage the achievement of educational programme goals
- 5) Working to continually meet the National Quality Standards, implement the National Quality Framework, and apply the Early Years Learning Framework (EYLF) in all practices and documentation
- 6) Carrying out other relevant and similar duties as identified by the supervisor, including being identified and a responsible person for the day to day operations of the centre when the Nominated Supervisor is not on site (providing a Children's Services Supervisor Certificate is held).

### Decisions made in the position:

- 1) The position has no formal delegation of authority

### Decisions referred:

- 1) All decisions are to be referred to the Children's Centre's Nominated Supervisor or Director

### Key issues/challenges:

- 1) Understanding the importance of early years of development and the need for quality early childhood education and care services
- 2) Industry standards to be maintained to support the provision of high quality programmes for young children
- 3) Lack of funding for community based Early Childhood Services

### Key working relationships:

- Manager Children's Services
- Early Education and Care Centre's staff, and staff from other centres
- WHS Team and Workforce Management
- Families and children at the centre

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### **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**

- Diploma Children's Services (Early Childhood Education and Care) as per ACECQA approved qualifications
- Current First Aid Certificate
  - ❖ This position is subject to a working with children check – please provide your current working with children check verification number

##### **Experience**

- Experience developing and implementing programmes that are interest-based, reflective of diversity and contribute to positive behaviour management and guidance techniques and strategies for children
- Experience in documentation, including the preparation of educational files for children, project information and weekly observations and analyses
- Experience and ability to work as a team player in a multi-disciplinary team
- Experience in communicating and interacting effectively with children, parents and staff

##### **Knowledge and Skills**

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of the Children (Education and Care Services) Act 2010, the Education and Care Services National Regulations 2018, the Children and Young Persons (Care and Protection) Act 1998, and child protection legislation
- Working knowledge of the NQS and assessment process
- Demonstrated knowledge and application of the ECA Code of Ethics

#### **DESIRABLE CRITERIA**

##### **Qualifications/Licences/Experience/Knowledge and Skills**

- Current Class C Driver's Licence

## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**