



## Our Values

**Respect Honesty Commitment Courage**

<b>Position Title:</b>	<b>Childcare Educator (ACECQA Qualified)</b>
<b>Directorate:</b>	Corporate and Community Services
<b>Reports to:</b>	Childcare Supervisor
<b>Date effective:</b>	March 2014
<b>Agreement Level:</b>	EBA Level 3/ 4
<b>Position no:</b>	CHI02

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

### 1. Purpose

#### 1.1 Primary functions

- Assist and deliver the Vacation, Before and After School Care and Crèche through the supervision of children participating in these programs.

## 1.2 Community strategic goals



**Goal 1:  
Valuing the  
natural  
environment**

**Goal 2:  
Welcoming  
and inclusive  
communities**

**Goal 3:  
Managing  
growth  
sustainably**

**Goal 4:  
Vibrant and  
diverse  
economy**

**Goal 5:  
Effective  
leadership  
and  
governance**

## 1.3 Key functions and duties

Key functions	Specific duties	% Time
Conduct Children in Educational Programs and Practice	<ul style="list-style-type: none"> <li>Plan, implement assess and review a high quality and diverse educational program based on appropriate learning outcomes in accordance with National Quality Standards, Early Years Framework and My Time Our Place, Service Philosophy, procedures and policies.</li> <li>Implement strategies for the inclusion of all children.</li> <li>Ensure professional documentation is undertaken for all children and is reflective of requirements within the National Quality Framework</li> <li>Establish and implement plans for developing cooperative behaviour through positive and respectful relationships.</li> <li>Assist and support Assistant Educators in observing and planning to ensure the program is continually improving</li> <li>Ensure the safe pick up and drop off children.</li> <li>Always maintain supervision ratios of children for centre based requirements 1:10 and 1:4 additional needs</li> <li>Understand and work according to the centre's policies and procedures</li> <li>Always act within, and ensure other staff act within, the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)</li> </ul>	
Customer Service	<ul style="list-style-type: none"> <li>Welcome and direct patrons.</li> <li>Provide a high level of enthusiasm, commitment and professionalism in providing quality support and excellent customer service.</li> <li>Ability to communicate freely and respectfully and lead in shared decision making.</li> <li>Act and respond to customer queries, feedback and complaints.</li> <li>Maintain and protect the privacy and confidentiality of information gained and accessed while complying with relevant West Australian law in relation to privacy and confidentiality</li> </ul>	
WSH	<ul style="list-style-type: none"> <li>Follow service guidelines in providing a safe environment for children</li> <li>Comply with safety guidelines and security procedures at all times</li> <li>Provide an emergency first aid response in an education and care setting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ensure safety of self and other staff by operating equipment safely wearing compulsory protective equipment</li> <li>• Incidents reported as per procedures.</li> <li>• Provide high level of safety for patrons, always ensure security and adhere to procedures.</li> <li>• Ensure safety of self and other staff by operating equipment safely and wearing compulsory protective equipment.</li> <li>• Carry out on-going staff training.</li> <li>• Ensure the centre is and always remains hygienic and well presented.</li> <li>• Establish and maintain a safe and healthy environment for children.</li> </ul>	
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### General

- Work in accordance with the Shire’s defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire’s defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

## 2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

- 2.1 [Authorisations Register - Authorisations to sign documents](#)

## 3. Relationships

- 3.1 **Responsible to**  
Childcare Supervisor

- 3.2 **Responsible for**  
Leading Assistant Educators

- 3.3 **Internal Stakeholders**  
Director Corporate and Community Services  
Employees

- 3.4 **External Stakeholders**  
Parents and Children  
General Public  
Local Community Groups  
Local Schools

## 4. Position Selection Criteria

### 4.1 Position essentials

Child Care Qualification i.e. Diploma of Children's Services, Bachelor of Early Childhood Education or equivalent ACECQA approved.

Certifications including Federal Police Clearance (Current) and Working With Children Check.

Child Protection qualification ACECQA approved.

Demonstrated experience in conducting, leading and assisting with childcare program delivery; and working knowledge of My Time Our Place framework.

Demonstrated ability to resolve problems with limited assistance and promote continuous improvement.

Proven ability to manage the quality and output of work.

Ability to work autonomously and promote organizational and time management skills.

Ability lead a small team.

Ability to provide effective service and ability to deal with difficult customer situations.

Experience in communicating with patrons to promote the centre's services, programs and facilities.

### 4.2 Position desirables

Understanding and sound knowledge of compliance matters associated with the Education and Care Regulatory Unit WA

First Aid qualification that is approved by ACECQA that includes emergency asthma management, anaphylaxis and CPR.

Previous experience of working with and embedding the Reggio Emilia and STEM approaches to learning and development.

A willingness to be appointed as a Responsible Officer/Nominated Supervisor

Previous experience working with school aged children.

Experience in working with children with Disabilities.

Current 'C' or 'LR' class license.

Aquatic rescue certificate or equivalent.

## 5. Parties

**Present Occupant Name:**

**Signature:**

**Date:**

**Reporting Officer Name:**

**Signature:**

**Date:**