

POSITION DESCRIPTION

Position Title:	Childcare Worker – Cert III
Position Number:	2012
Group:	Organisation & Community Capacity
Business Unit:	Community Services Delivery
Service Unit:	Children's Services
Reports To:	Supervisor Long Day Care
Grade:	7
Hours Of Work:	38
Last Date Of Review:	December 2021
Last Date Of Evaluation:	March 2021

Role Function Summary

This is a high-quality customer service role responsible for assisting with the delivery of quality Preschool services for Singleton children and families.

Work is undertaken in accordance with Education and Care Services National Law Act and Regulations, working towards exceeding the National Quality Standards (NQS):

- Quality Area 1 – Educational program and practice
- Quality Area 2 – Children's health and safety
- Quality Area 3 – Physical Environment
- Quality Area 4 – Staffing arrangements
- Quality Area 5 – Relationships with children
- Quality Area 6 – Collaborative partnerships with families and communities
- Quality Area 7 – Governance and leadership.

Key Responsibilities (Major and Essential Job Functions)

- Assist in planning, implementing, and evaluating programs, which reflect the emerging skills, interests and developmental requirements of individual children that are developmentally appropriate and recognise social and cultural diversity. Assist delivering the daily program, linking the Early Years Learning Framework outcomes, principles, and practices.
- Support children's learning through modelling and the implementation of a play-based learning environment responsive to children's interests, strengths, and abilities, participating in discussions reflecting upon curriculum, making suggestions to change as necessary.
- Support the services statement of philosophy and ensure that it guides pedagogy and teaching decisions, following behaviour guidance programs for children when necessary.
- Assist with daily care routines. Assist implementation of intentional teaching strategies to scaffold and guide children's interest and learning, engage in critical reflection and evaluation of children's learning and use this as the primary source for future planning.
- Take responsibility for the protection rights of children attending the service, ensuring each child's health needs are supported, they are safe and adequately supervised at all times, reporting any potential supervision risk to other educators or Nominated Supervisor. Supporting children's individual wellbeing

and comfort in sleep, rest, and relaxation, ensuring a high standard of hygiene is maintained in compliance with policies and procedures. Assisting to ensure the service's child protection policy is implemented.

- Ensuring the service is ready for operation at the beginning of each day when rostered on a corresponding shift, maintain a clean and safe work environment, respecting both the indoors and out. Conducting daily workplace inspections and participating in risk assessments as required, assuming an equal share of cleaning and maintenance responsibilities. Assisting the service to ensure environmental sustainability practices are embedded in all areas of the program.
- Participate in a team approach and work with staff to achieve service aims and goals, maintaining educator-to-child ratios and qualifications. Respecting and supporting colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity, and fairness. Participating in ongoing professional development and training programs.
- Ensure that each child has a sense of belonging, being and becoming within the service, maintaining respectful, equitable and genuine relationships with all children ensuring their dignity and rights are always maintained. View and respect children as competent, capable beings and engage in meaningful interactions through shared decision making with them, supporting them to manage their behaviour with guidance strategies. Providing physical care, assisting children in toileting, dressing and mealtimes – ensuring that these opportunities are viewed as teachable moments.
- Communicate with and support families; respecting child rearing practices and beliefs, liaising with other professionals within Children's Services where required. In the event of concerns with children consult with Nominated Supervisor and other educators regarding behaviour guidance.
- Assist with administrative duties as requested, ensuring the Nominated Supervisor and/or management are informed of any problems arising which may affect the children, service approval or rating, regulatory and legal compliance, or the smooth running of the service. Keeping up to date with current developments and research best practice in the early education and care sector and actively sharing information regarding this to the team.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required by the business from time to time that are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Its vision, mission and values govern council's decisions, actions and behaviours. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values, which guide behaviours and decision-making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none">• Integrity: We act with commitment, trust and accountability.• Respect: We are open, honest, inclusive and supportive.• Excellence: We strive to achieve the highest standards.• Innovation: We are creative, progressive and strategic.• Enjoyment: We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

- Internal Relationships:**
- Other team members
 - Coordinator
 - Supervisor
 - Team Leader
 - Manager
 - Other Council staff
- External Relationships:**
- Customers
 - Early intervention agencies
 - Service visitors
 - Government Departments
- Direct Reports:** NIL
- Indirect Reports:** NIL

Specifications and Technical Skills:

Essential Criteria:

- Certificate III in Children's Services, equivalent or working towards
- Current Working with Children Check (WWCC)
- Current First Aid Qualification, i.e. HLTAID004 – Provide an emergency first aid response in an education and care setting, Anaphylaxis and Asthma Management Training
- Previous experience in the care of children aged 0-5 years
- Sound knowledge of curriculum and legislative frameworks

Desirable Criteria:

- Experience working with children with additional needs
- Demonstrated ability to build an effective rapport with children and adults within a team environment
- Practical experience in establishing and implementing education and developmental programs for young children.

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting			✓			✓						
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving			✓		✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Childcare Worker – Certificate III**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Certificate III in Children's Services or equivalent	1					
Demonstrated ability to provide high quality care and education for children aged 0-5 years, including those with additional needs	1					
Ability to apply Education and Care National Law and Regulation, National Quality Framework and Early Years Learning Framework	1					
Manage the physical environment of the service, ensuring all areas and equipment are suitable for purpose and well maintained	1					
Demonstrated understanding of Child Protection legislation and Child Safe Standards	1					
Ability to support educators to encourage every child to participate in the program ensuring agency, choices and influence are promoted	2					
Demonstrated ability to maintain respectful, supportive, collaborative and responsive relationships with children and their families	2					
Ability to maintain effective checklists and procedures for efficient room management	2					
Ability to identify any additional needs of a child, and liaise with colleagues to provide further support and assessment	2					
Ability to assist with the delivery of special activities, eg incursions/excursions, including hazard identification and risk management	2					
Demonstrated understanding of legal ramifications dealing with privacy and confidentiality.	3					
Demonstrated ability to communicate skills through provision of information to colleagues and families	3					
Ability to identify issues and ensure all stakeholders are informed of matters which have the potential to affect operations	3					
Demonstrated ability to continuously improve practices and effectively contribute to service self-assessment	3					

Demonstrate ability to support educators to utilise a variety of teaching strategies, including intentional teaching and reflective practices in their daily work	3					
Demonstrated ability to support educators in accordance with relevant legislative requirements and reflect the philosophy, policies and procedures of the service	4					
Demonstrated knowledge of theory relating to childhood education and care and ability to apply it in delivering the program	4					
Demonstrated understanding and ability to support sustainable resource management	4					
Ability to apply critical thinking skills, including challenging conventional practice and ideas	4					
Demonstrated ability to competently act in higher position	4					

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Review Year (eg 2018): _____

Position: _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name _____ Signature _____ Date _____

Director's Comments: _____

Name _____ Signature _____ Date _____

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				