

POSITION DESCRIPTION

Position Title:	Childcare Worker – Diploma
Position Number:	2014
Group:	Organisation & Community Capacity
Business Unit:	Community Services Delivery
Service Unit:	Children's Services
Reports To:	Team Leader Long Day Care
Grade:	8
Hours Of Work:	38
Last Date Of Review:	January 2022
Last Date Of Evaluation:	March 2021

Role Function Summary

This is a high-quality customer service role responsible for supporting the delivery of quality Long Day Care 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)

- Contribute to 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. Contributing to the daily program, linking the Early Years Learning Framework outcomes, principles, and practices.
- Assist in fostering 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.
- Assist in implementing the services statement of philosophy and ensure that it guides pedagogy and teaching decisions, following behaviour guidance programs for children when necessary.
- Ensure daily care routines provide opportunities for learning and are developed, implemented, maintained, and followed. Assisting in implementing intentional teaching strategies to scaffold and guide children's interest and learning, engaging in critical reflection and evaluation of children's learning and use this as the primary source for future planning.

- Taking 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:

Council's decisions, actions and behaviours are governed by its vision, mission and values. 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	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".
Values and Behaviours	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: Accountable: We know what we do, and do what we say Connected: We work together to create community Integrity: We do the right thing Care: We are people who care Adaptable: We are ready to respond
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

The responsibilities of this position are completed in line with all Council policies and procedures related to this position.

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.

Organisational Relationships

Internal Relationships:	• Other team members • Coordinator • 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:

- Diploma in Children's Services or equivalent
- 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	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☐	No	☒	Power Grasping (tight grip)	Yes	☐	No	☒
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

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: **Long Day Care - Childcare Worker – Diploma**

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Diploma 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					
Demonstrated application of the 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					
Demonstrated ability 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					
Maintain effective processes for efficient room management in accordance with policies and procedures	2					
Demonstrated ability to utilise a variety of teaching strategies, including intentional teaching and reflective practices in daily work	2					
Demonstrated ability to communicate skills through the provision of information to colleagues and families	2					
Ability to coordinate special activities, eg incursions, excursions, including hazard identification and risks management	3					
Ability to perform as Responsible Person	3					
Demonstrated ability to build and maintain strong links with local networks, resource agencies and other relevant organisations	3					
Demonstrated understanding of legal ramifications dealing with privacy, confidentiality and child protection matters	3					

Demonstrated understanding of relevant legislative requirements and curriculum framework documents within the service	3					
Demonstrated understanding and ability to support sustainable resource management	4					
Demonstrated commitment to learning and participating in professional learning opportunities	4					
Demonstrated knowledge of theory relating to childhood education and care, professional standards, approved learning frameworks, and evidence-based best practice approaches to teaching and learning	4					
Demonstrated ability to competently act in higher position	4					
Demonstrated critical thinking skills, including the ability to analyse and challenge conventional practice and ideas	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 =				
☒ Proposed Salary Step Placement				