

POSITION DESCRIPTION

Position Title:	Early Childhood Educator – Diploma	Directorate:	Community & Corporate Services
Position Number:	100343	Department:	Community
Employment Status:	Permanent	Section:	Child Care Connections
Employment Type:	Part Time	Location:	Berriedale/Benjafield Child Care Centres
Classification:	Grade 1 - 3		
Reports to:	Child Care Delivery Coordinator		

This role is responsible for effectively delivering Glenorchy City Council's Child Care Connections program of professional services to children aged from birth to 7 years and their families.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Early Childhood Educator** reports to the **Child Care Delivery Coordinator** for all operational and management matters.
- The role is a key contributor to the Child Care Connections Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Delivery of the Child Care Connections Program	Actively contribute and participate in the efficient, effective and flexible development and delivery of the program: • Ensure that parent liaison and customer service is developed and maintained at a high standard • Ensure that children are well supervised and that their Health & Safety is maintained • To actively work to the Education and Care Services National Regulations and National Quality Standards • Ensure that teamwork and communication is developed and maintained at a high level • To effectively and positively lead the management of children's behaviour from birth to 7 years • To adhere to Child Care Connections and Council's policies and procedures to have a sound knowledge of children's development • Ensure role modelling of a consistently high standard is maintained
Organisational Responsibilities	• Promote a positive image of the Council while representing the council to internal and external clients • Engage, listen to and act where appropriate on feedback from our customers • Identify and share new and continuous improvement opportunities • Maintain knowledge and expertise in the relevant field's and keep abreast of best practice and developments in legislative requirements • Contribute to personal Performance Plan objectives and undertake appropriate professional development opportunities and training opportunities. • Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken • Ensure all allocated works are completed to the required standard in a timely manner and within budget • Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community and employees
Safety & Compliance	• Ensure the implementation and consistent adherence to all child safety policies and procedures • To actively participate in the development, implementation and review of the Services Quality Improvement Plan (QIP) • Monitoring relevant legislation and judicial decisions that may impact on Council's functions and activity and provide recommendations to meet compliance requirements

- Undertake the activities in accordance with GCC's practices, procedures, and relevant legislation
- Monitor and report on compliance with relevant Acts, Regulations and standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required
- Complete and maintain all certificates, compliance training and other certification as required

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of the Council, as directed.

We are committed to the safety and wellbeing of children and young people while enabling their participation as valued members of our community. We have zero tolerance to child abuse and harm. Our people are obligated to prioritise the safety of the children they interact with in the performance of their role and to report conduct of concern. To access the full Safeguarding Policy, please click the link: <https://www.gcc.tas.gov.au/safeguarding-children-and-young-people-policy-v3-30072024/>

KEY SELECTION CRITERIA:

1. Diploma of Children's Services, Associate Diploma Social Science (Child Care) or equivalent (as per the ACECQA website) and a current Vulnerable Persons Check and First Aid Certificate (HLTFA301C)
2. Proven experience and knowledge of developing and implementing flexible programs for children (birth to 7 years), including sound knowledge of child development and the ability to respond and relate to individual children's needs to effectively manage their behaviour in a positive manner
3. Demonstrates a sound understanding and knowledge of the Education and Care Services National Regulations and Quality Standard
4. Demonstrated ability to work in a team environment and foster a positive team atmosphere, communicating effectively and providing a positive role model to other educators
5. Ability to listen and to provide support and advice to parents efficiently and professionally, ensuring excellent customer service
6. Ability to ensure that children are well supervised and that their health and safety is maintained in accordance with relevant policies, procedures and statutory requirements

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	