



Croydon Shire Council

Position Description

Position Title	Childcare Educator (Qualified)
Department	Community Services and Early Childhood Education
Award	<i>Queensland Local Government Industry Award – State 2017</i>
Award Classification	Classification – Children’s Services worker
Position Type	Full time
Reports To	Childcare Centre Director

Position Objective

The role involves promoting a culture of mutual respect and working collaboratively with the Director and other staff members to deliver a high-quality Early Childhood Education and Out of School Hours Care service. This service must align with all aspects of the National Quality Framework, while also inspiring a love of learning and building a strong foundation for each child’s future success.

You will be responsible for observing and assessing each child's individual needs and adapting your approach to support diverse learning styles. Additionally, you'll communicate with families and caregivers to build strong partnerships that enhance the educational experiences of all children.

Duties and Responsibilities

- Provide adequate supervision, education and care to children from birth up to school aged children that adheres to all aspects of the National law and regulations, Work Health and Safety legislation, National Quality Standards, Early Years Learning Framework, My Time, Our Place Framework, Child Protection legislation and the Infants’ Home vision, mission, policies, procedures and strategic goals.
- Respond with sensitivity to the needs of individual children and their families, respecting diversities in age, sex, developmental level, religion, sexual orientation, and cultural background.
- Engage and respectfully maintain open lines of communication with parents or carers
- Provide information support and feedback to parents or career in line with parent or carer expectations
- Develop, document and implement educational programs that reflect appropriate framework (EYLF & MTOP) to stimulate, engage and enhance children’s learning.
- Maintain the dignity and rights of every child at all times through maintaining high expectations of each child’s capabilities.
- Ensure children’s health and wellbeing is maintained during all times.
- Provide children with a safe and suitable environment that promotes children’s learning.



- Support children to be active participants in their learning through a holistic and integrated approach.
- Attend and participate in Professional Development Opportunities and work in collaboration with the director to plan Professional Development.
- Engage in and participate in activities that promote children's excitement and enjoyment.
- Contribute to the Quality Improvement Plan regarding the Croydon Childcare Centre.
- Actively participate in staff meetings and events as required.
- Perform administrative duties as required (i.e. forms, incident reports, checklists, ordering)
- Take on the Responsible Person's Role as required and understand all duties associated with role.
- Promote understanding of the approved learning frameworks.
- Follow and abide by Centre's policies and procedures and help other educators develop an understanding of all policies and procedures.
- Discuss ways to demonstrate the service is meeting the National Quality Standards.
- Assist in keeping supplies and resources stocked by ordering supplies, consumables and resources.
- Plan and prepare mealtimes with an awareness of healthy choices.
- Be involved in regular performance appraisals, self-reflection and individual training plans.
- Assist in Risks and Hazards Management by completing Risk Assessment Form, identifying hazard take action to remove these hazards and identify risks and report them in a timely manner.

Stakeholder engagement

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

Code of Conduct

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Officer. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Mandatory attendance at Toolbox talks and training.



General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
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- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

- Certificate III or Diploma in Children's Services
- Current First Aid/CPR/Anaphylaxis and Asthma Certificate suitable for a childcare setting and ability to maintain
- Current and valid Positive Notice for working with children blue card
- Police Check
- Demonstrated knowledge and understanding of regulatory and legislative requirements and standards for childcare.
- Ability to communicate effectively with children, families and staff through formal and informal communication channels
- Demonstrated skills, knowledge and experience

Key Performance Indicators (KPI's)

- Build and maintain respectful relationships with children, families, communities and other stakeholders involved in service.
- Accurately records and maintain physical and electronic records.



- Regularly evaluate the program to ensure it meets the needs of individual children and the needs of the group by setting goals and meeting all aspects of the Quality Areas.
- Maintain Children's portfolios and scrap books, drawing from the Early Years Learning Framework and My Time, Our Place theorists and pedagogy.
- Reflect upon and critically review all aspects of learning frameworks to create opportunities for ongoing learning.
- Maintain cleanliness of the Croydon Childcare Centre including all indoors and outdoors areas by participating in daily and weekly cleaning routines/ tasks.
- Keep up to date with current research/resources and share research within the Centre.
- Compliance with Croydon Shire Council's Code of Conduct.
- Contribution to the efficient and productive operation of the Local Government Organisation.
- Performance of work and associated functions in a safe manner.
- Compliance with Croydon Shire Council's Work Health and Safety Management System.

Certification

I have read the position description, and I am aware of the position requirements.

Employee Name:

Employee Signature _____

Date ____/____/____

Chief Executive Officer: Ms Jacqui Cresswell

Chief Executive Officer Signature _____

Date ____/____/____