

# POSITION DESCRIPTION



## Educator - Cert 3

To provide high quality care for children and families accessing the Centre, according to the philosophies and aims of the centre and the principles and theories of the current relevant regulations, codes of practice and National and State Frameworks.

Work closely with the Early Childhood teacher to promote positive outcomes for children, their families and the kindergarten community.

## Position details

Directorate	Community Wellbeing
Department	Children and Families
Appointment Type	Casual
Classification	Band 3
Location	Goldfields Children's Centre
Reports to	Coordinator Goldfields Children's Centre
Supervises	Volunteers Students
External relationships	Y-Cluster kindergartens Children's Services Advisors Community Agencies Training Institutions Parents Wider Community
Internal relationships	Council staff and representatives as appropriate
Date PD approved	July 2025

## Key responsibilities and duties

- In line with the principals, practices and learning outcomes of the EYLF and VEYLDF assist in providing care and educationally intentional development for children, so that their social, emotional, intellectual and physical needs are met.,
- Work in collaboration with other Educators to sustain an ongoing cycle of intentional curriculum provision involving; observation, reflection, planning, implementation and evaluation. Such provision of intentional education and care experiences to support each child in developing; a strong sense of identity and wellbeing, an understanding of their connection and contribution to their world, a confidence and involvement in learning and skills of effective communication.
- Assist and attend to the needs of children on an individual and group basis.
- Maintain an attractive and safe indoor and outdoor physical environment ensuring that all equipment is kept clean and tidy
- Ensure a high level of confidentiality is maintained at all times, embedding ECA Code of Ethics principles and commitments
- Commitment to Child Safe Standards and Reportable Conduct Scheme.

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## Program support duties

- Prepare and set up the learning environment and conduct playground checks before the session.
- Assist in working with individuals and small groups of children, both spontaneous and intentional.
- Contribute to the development and implementation of the program.
- Document observations for individual and groups of children and report these to the Early Childhood Teacher to inform children's learning goals and program planning.

## Collaboration and communication

- Create a welcoming atmosphere at the service.
- Communicate with others in a respectful and friendly manner, modelling appropriate interactions.
- Respect the rights of others to confidentiality and privacy, remaining aware of responsibilities under relevant privacy legislation.
- Contribute to the preparation of communication with parents such as portfolios, displays, newsletters etc.
- Recognise the importance of diversity of families and children's backgrounds and experience. Use this knowledge to ensure inclusive practices.
- Develop and maintain respectful, equitable, positive and supportive relationships with children and families attending the service.
- Participate in local early childhood networks and meetings as agreed by your Supervisor.

## Teamwork

- Foster a supportive working environment.
- Recognise the benefits of a team approach for improving outcomes for children.
- Assist in supervising students and volunteers with children.

## Organisational responsibilities

Council values	<ul style="list-style-type: none"><li>• Demonstrate and encourage behaviour in line with Council's adopted values</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• Accountable for the department complying with the Customer Service Charter.</li></ul>
Behaviour	<ul style="list-style-type: none"><li>• Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination.</li><li>• Abide by the Code of Conduct</li></ul>
Risk management and OHS	<ul style="list-style-type: none"><li>• Identifying, managing and minimising risk to Council.</li><li>• Contributing to Council's Risk Register.</li><li>• Ensuring that all OH&amp;S obligations are met</li></ul>
Corporate records	<ul style="list-style-type: none"><li>• Ensuring the department maintains Council records:<ul style="list-style-type: none"><li>• Within the approved record management system; and</li><li>• In an accurate and timely manner.</li></ul></li></ul>
Legislative framework	<ul style="list-style-type: none"><li>• Accountable for all legislative and regulatory obligations relevant to the department.</li></ul>
Emergency management	<ul style="list-style-type: none"><li>• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.</li></ul>

## Accountability and extent of authority

- Give direction to children in relation to activities of daily living, play and behaviour.
- Ensure safety of the children during activities
- Ensure children are supervised at all times.

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## Judgement and decision making

- Ensure the health, safety and wellbeing of children whilst conducting activities
- Ensure confidentiality of information

## Specialist skills and knowledge

- Knowledge and understanding of Education and Care Services National Law Act (2010) and Regulations (2011) enabling adherence to responsibilities
- Knowledge and understanding of National Quality Standards to ensure organisation meets accreditation.
- Knowledge of the State and National Frameworks for Early Childhood.

## Interpersonal skills

- Ability to communicate in a clear and polite manner, with children, families and others
- Ability to build strong positive professional relationships.
- Capacity to respond in an appropriate manner to children to address challenging, unpredictable or unusual behaviour in children
- Facilitate the needs of families and children from different backgrounds

## Qualifications/experience

- Certificate III in Community Services (Children's Services) or equivalent in accordance with requirements of the Education and Care Services National Regulations 2011, ACECQA
- Current Level II First Aid Certificate including Anaphylaxis Management and Asthma trained.
- Hold a current Working with Children Check

## Selection criteria

1. Certificate III in Community Services (Children's Services) or equivalent in accordance with requirements of the Education and Care Services National Regulations 2011, ACECQA.
2. Demonstrated knowledge of Education and Care Services National Law Act and Regulations.
3. Demonstrated capacity to respond in an appropriate manner to children to address challenging, unpredictable or unusual behaviour in children
4. Knowledge and understanding of National Quality Standards and the State and National Frameworks for Early Childhood.
5. Ability to communicate in a clear and polite manner, with children, families and others.
6. Hold a current Working with Children Card prior to commencement
7. Willingness to undertake a National Police Check.

Note: Appointment is subject to the successful completion of this check.

## Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

## Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2022.

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details the Enterprise Agreement can be downloaded from [www.fwc.gov.au](http://www.fwc.gov.au).

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You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

## Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

## Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

## Signatures

Veronica Hutcheson People and Culture Manager	Date
Educator – Cert 3	Date