

Early Childhood Education Trainee

Incumbent Vacant

Department Corporate and Community Services

Main Purpose of the Role

To work at a range of our centres across Greater Hume Children Services whilst being supported to successfully complete a Certificate III in Children Services.

To gain an understanding of the Early Years Learning Framework and National Quality Standards that underpin children's development. To develop skills as an educator to be part of a team, interact with children, observe and assist children's developmental behaviours. Assist with creating educational activities to cater for individual interests and needs whilst creating positive learning environments.

Reports to Team Leader – Centres and supervised by Centre 2IC and Assistant Team Leader

Staff Supervised Nil

Hours of Work Full Time – 38 hours per week

| Salary | Grade | T4 | Band | Level | Step |
|--------|-------|----|------|-------|------|
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Last Reviewed January 2021

Part 1 – Operational Duties

Under Supervision develop skills and knowledge to:

- Provide a high quality customer focused service
- Interact with children in a caring and positive way and participate in daily routines
- Develop observational skills of children's abilities and needs
- To assist with planning, implementing and evaluating developmentally approved individual programs and maintain individual developmental records and focus group experiences
- Work as a cooperative team member and be flexible in the rotation of centre's shifts
- Help to ensure the health, safety and supervision of children, staff and visitors to the centre
- Assist with preparation of activities
- Implement behaviour support strategies for children
- Maintain confidentiality of information regarding children, their families and visitors to the centre
- Develop effective communication skills to contribute to a positive team environment and communicate about the child's day in a positive manner e.g. eat, sleep, nappy change, activities enjoyed
- Conduct self in an ethical and professional manner at all times
- Apply approved sunscreens to children
- Assist in group time experiences
- Attend and report on relevant meetings and professional development programs
- Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
- Actively work towards achieving a Certificate III in Children Services qualification according to a scheduled training plan.

Authority and Accountability

As a trainee,

- Decisions are either guided by practices, procedures and precedent and made in consultation with the Centre 2IC, Assistant Team Leader and/or Team Leader Centres
- Level of authority is guided by successful completion of competencies as part of the Certificate III in Children Services.

Judgement and Problem Solving

Under supervision and with team support the following skills and abilities are developed:

- Problems are solved by applying standards, established practices and procedures, or operating instructions
- The job holder is required to make judgements and interpretations based on analysis of information and straightforward situations. He or she will improve and develop methods and techniques
- Ability to observe children with special needs, and discuss with Early Childhood Educators
- Ability to select the most appropriate play materials, equipment, books, educational aids and all other articles to promote and maintain high quality of care and education within the Centre.

Management Skills

- Under supervision, the job holder is responsible for own work as directed by supervisor(s) and is not required to direct or supervise other personnel.

Interpersonal Skills

- This job requires written communication skills, which enable the job holder to write standard reports following prescribed formats
- Under supervision, this job may have direct contact with customers of the Council
- Develop skills that demonstrate knowledge of the day to day care of the children; including hygiene and health and safety practices and standards
- Develop team and communication skills to work positively in a team environment.

Essential Criteria for Appointment

- An interest in early childhood education in a long day care environment
- Demonstrated basic written and verbal skills
- Demonstrated basic understanding of a customer service focused service
- Demonstrated ability to work as a cooperative team member
- Basic interpersonal and communication skills
- Current Class 'C' Driver's Licence

Part 4 – RWHS Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description and as a trainee, knowledge, skills and competencies are developed as part of the traineeship program.

RWHS Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with SafeWork NSW and other requirements
- Work towards achieving set RWHS targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the current Work Health and Safety Act and Regulations
- Participate in workplace RWHS inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any RWHS Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting RWHS Risk Assessments and in the implementation of control measures

RWHS Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by SafeWork NSW and government Agencies
- Attending all compulsory and relevant training

RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action

Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment:

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees occasionally and up to periods of up to 10 minutes and to crawl to access confined spaces
- Ability to climb steps / stairs occasionally
- Capacity to stand for sustained periods
- Capacity to maintain fine hand and finger use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to alternate between sitting and standing constantly
- Ability to walk on both even and uneven ground.

Work Environment

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by WorkCover and government Agencies
- Attending all compulsory and relevant training.

Work Hazards

- To report and assist in resolving any problems/hazards within your scope of responsibility
- To immediately report any problem/hazards outside your scope of responsibility
- To immediately report any problem/hazards outside of your scope of responsibility to the Team Leader Centres for immediate action.

Delegations

- Nil.

Special Conditions of Employment

- This position has been identified as “**child-related employment**” under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, structured referee reports and prior employment checks, including relevant disciplinary proceedings will be conducted on recommended applicants
- **It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.** As an applicant for a child-related employment position, you will be required to make a disclosure as to whether you are a prohibited person, that is, someone who has been convicted of a serious sex offence.

Additional Duties

- Nil.