

Casual Certificate III Childcare Educator Position Description

Responsible to: The Nominated Supervisor and the Long Day Care (LDC) Team Leader

Responsible for: Assisting the LDC Team Leader

Key Relationships: Manager Corporate Services, LDC Team Leader & LDC Educators

Position Type: Casual

Job Description:

To assist in the Long Day Care Service for children 0 to 5 years and not attending school, as directed by the LDC Team Leader. This includes providing supervision and engaging with children in structured play-based learning, organising and participating in activities, assisting with the children's individual learning and development and have strong behaviour management skills.

Position Objective:

The objective of this position in conjunction with the Team Leader and other educators is to provide a safe, engaging and enriching learning environment and implement a high quality education and care curriculum for the children who participate in our Long Day Care.

Requirements of the job:

Skills required:

- Ability to actively engage in structured play-based learning with children;
- Ability to liaise professionally with children, parents/carers and staff;
- Ability to supervise children's activities in a vigilant and responsible manner
- Ability to assist in developing and implementing programs/activities;
- Ability to assist in the development, implementation and evaluation of daily routines and activities ;
- Be an enthusiastic, motivated team player supporting and assisting fellow staff with the day to day running of the centre;

Knowledge required:

- Knowledge and understanding of the National Quality Standards and the Early Years Learning Framework;
- Knowledge and understanding to ensure the records are maintained and are up to date concerning each child in their care;
- An understanding of the need for culturally competent practice when working with children and parents from culturally and linguistically diverse backgrounds;
- Knowledge of Child Protection and Occupational Health Safety & Welfare Legislation

Essential Criteria:

- A Certificate III or higher in Early Childhood Education and Care ;
- Up to date Child Protection Training
- HLTAID004 First Aid, Asthma & Anaphylaxis Management training
- A current NSW Working with Children Check
- Ability to build rapport and engage with children;
- Well-developed oral and written communication skills
- Experience in developing and implementing group activities

Desirable:

- Bilingual in a community language (Mandarin or Cantonese preferred)

Responsibilities & Duties:

At all times the LDC Childcare Educator must maintain awareness of, and comply with the procedural and policy conduct guidelines for working with children both within and outside of the organisational environment, for example, whilst away from the Centre.

In addition this position is responsible for:

- Under direction, work with individual children with particular needs;
- Assisting with the setting up and cleaning of activities, ensuring rooms are well presented at all times;
- Ensuring parents follow sign in/out procedures;
- Ensure the safety, welfare and wellbeing of all children in care
- Supervise children's activities in a vigilant and responsible manner
- Reporting injuries/hazards or student concerns immediately to the Team Leader
- Routine communication with parents;
- Maintaining organisational policies and procedures

Organisational Relationships

The LDC Childcare Educator is responsible and reports directly to the LDC Team Leader, and is accountable to the centre CEO.

Background Checks

Working With Children Check – Yes

Police Criminal History Check – Yes