



Our Values

Respect Honesty Commitment Courage

Position Title:	Childcare Assistant Educator (ACECQA Qualified)
Directorate:	Corporate and Community Services
Reports to:	Childcare Supervisor
Date effective:	March 2014
Agreement Level:	EBA Level 2
Position no:	CHI03

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

1. Purpose

1.1 Primary functions

- Assist with the Vacation, Before and After School Care and Crèche through the supervision of children participating in these programs.

1.2 Community strategic goals



**Goal 1:
Valuing the
natural
environment**

**Goal 2:
Welcoming
and inclusive
communities**

**Goal 3:
Managing
growth
sustainably**

**Goal 4:
Vibrant and
diverse
economy**

**Goal 5:
Effective
leadership
and
governance**

1.3 Key functions and duties

Key functions	Specific duties	% Time
Conduct Children in Educational Programs and Practice	<ul style="list-style-type: none"> Assist and contribute to the developmental programs, as instructed by the ACECQA qualified Educator, for Before & After School Care and Vacation Care services in accordance with National Quality Framework, Early Years Learning Framework and My Time Our Place. (Outcome 1) Follow program guidelines provided and discuss with the qualified Educator for possible adjustments if necessary, to suit circumstances. Assist the qualified Educator, as directed, to ensure the safe pick up and drop off children (Outcome 2) Assist the qualified Educator, where necessary or as instructed, to record and reflect on daily observations of the children. When working in Kids Club: Before & After School Care, Vacation Care programs, Assistant Educators are responsible for: <ul style="list-style-type: none"> supervision of children both indoors and outdoors, maintaining the ratio of 1:10 for centre based and 1:4 for additional needs assisting children to participate in developmentally appropriate activities understand and work according to the centre's policies and procedures. 	50
Customer Service	<ul style="list-style-type: none"> Welcome and direct patrons. Provide a high level of enthusiasm, commitment and professionalism in providing quality support and excellent customer service. Ability to communicate freely and respectfully and contribute in shared decision making. Maintain and protect the privacy and confidentiality of information gained and accessed while complying with relevant West Australian law in relation to privacy and confidentiality 	20
WSH	<ul style="list-style-type: none"> Follow service guidelines in providing a safe environment for children Always comply with safety guidelines and security procedures. Ensure safety of self and other staff by operating equipment safely and wearing compulsory protective equipment. Participate in on-going staff training and professional development. 	30

	<ul style="list-style-type: none"> • Preparation of healthy food in accordance with appropriate health and hygiene practices and standards • Ensure the centre and approved areas are maintained to a high standard of safety, cleanliness and repair at all times. 	
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General

- Work in accordance with the Shire’s defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire’s defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

2.1

3. Relationships

3.1 Responsible to
Childcare Supervisor

3.2 Responsible for
Nil

3.3 Internal Stakeholders
Director Corporate and Community Services
Employees

3.4 External Stakeholders
Parents and Children
General Public
Local Community Groups
Local Schools

4. Position Selection Criteria

4.1 Position essentials
Current or effectively working towards Child Care Qualification i.e. Cert III Childcare or equivalent ACECQA approved.
Certifications including Federal Police Clearance (Current) and Working With Children Check.
Child Protection qualification ACECQA approved.
Current First Aid that is ACECQA approved that includes emergency asthma management, anaphylaxis and CPR.
Demonstrated experience in conducting and assisting with childcare program delivery.
Demonstrated ability to resolve problems with limited assistance and promote continuous improvement.
Proven ability to manage the quality and output of work.
Ability to work autonomously and promote organisational and time management skills.
Ability to interrelate effectively within a small team.
Experience in communicating with patrons to promote the centre's services, programs and facilities.
4.2 Position desirables
Understanding and knowledge of compliance matters associated with the Education and Care Regulatory Unit.
Previous experience working with school aged children.
Demonstrated working knowledge of My Time Our Place framework.
Previous experience of working with and embedding the Reggio Emilia & STEM approaches to learning and development.
Experience in working with children with disabilities.
Current 'C' or 'LR' class license.
Aquatic rescue certificate or equivalent.

5. Parties

Present Occupant Name:	Signature:	Date:
Reporting Officer Name:	Signature:	Date: