

CASUAL EDUCATOR POSITION DESCRIPTION

Department:	Office of the Chief Executive
Unit:	St Peter's Child Care Centre & Preschool
Reports To:	Director, St Peters Child Care Centre & Preschool The Position is also expected to work in collaboration with other staff across the Centre.
Direct Reports:	Nil.
Classification:	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement Child Care Children's services Employee' Level 1 – Cert 3 Child Care Children's services Employee' Level 2 – Diploma
Special Conditions:	After hours attendance at team meetings required.

PURPOSE

The St Peters Child Care Centre & Preschool is committed to ensuring that the care and services provided are within the guidelines set down by the National Law and National Regulations, National Quality Standards and the Education and Early Childhood Services Registration and Standards Board of SA.

The hands-on role of the Educator is to work in collaboration with the Team Leader in providing educational programs and safe, supportive learning environments for children. The Educator will work in consultation with team members and parents in the documentation and assessment of children's learning and in developing further learning outcomes using the Early Years Learning Framework.

The Educator is expected to assist the Team Leader to support and guide Support Workers, Assistant Educators and Students within their team, to ensure high quality practices and service provision. The Educator is expected to work within the policies and procedures of the St Peters Child Care Centre & Preschool.

KEY RESPONSIBILITIES

- To assist in the development, implementation and evaluation of educational programs for individuals and groups of children using the Early Years Learning Framework (EYLF).
- To document and develop methods of assessing the individual learning, strengths and achievements of children.
- To develop and promote collaborative partnerships with parents and families to ensure that all information regarding the care and education of their child is shared and consistent.
- To assist the Team Leader to guide and support Students, Support Workers – Child Carers and Assistant Educators within the team, in reaching high quality practices and service provision in accordance with Centre's policies and procedures.
- To establish and maintain a safe, supportive and nurturing learning environments for children.
- To work in consultation and partnership with the Team Leader and Educational Leader.
- To work in consultation with the Team leader in the development, action and review of the Centre's Quality Improvement Plan, through reflective practice, questions and surveys.
- Notify and report any suspected child abuse to the Department for Child Protection.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Bachelor of Early Childhood, Certificate 3 or Diploma of Community Services Children's Services or equivalent
- Experience in early childhood services
- Provide First Aid in an Education and Care Setting (HLTAID012)
- Mandatory Notification training – Responding TO Risks of Harm, Abuse and Neglect (RRHAN-EC)

JOB REQUIREMENTS

- National Criminal History (Police) Clearance with no adverse findings.
- *Department of Human Services (DHS) Working With Children Clearance.*
- Work Health & Safety (WHS) Competencies and training requirements, including:
 - Sun Smart UVR (induction)

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- Hazardous Chemicals (induction)
 - Drug & Alcohol (induction)
 - Environmental Hazards General Awareness (induction)
 - Hazardous Manual Tasks (induction and every three (3) years)
 - Fatigue (annual awareness)
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations and relevant policies and procedures.
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training and other relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.
- Attendance at out-of-hours meetings, parent events and workshops as required.
- Childhood immunisations and boosters up to date.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
 - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
 - Comply with legislation, policies, procedures and participate in WHS training.
 - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
 - Use tools and equipment correctly to protect the health and safety of yourself and others.
 - Ensure you are medically and physically fit to undertake the requirements of your position.
 - Follow reasonable safety instructions.
 - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY: **READ & AGREED TO BY:**

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
CASUAL EDUCATOR
Date _____