



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Early Childhood Educator Assistant</b>
<b>Reporting to:</b>	Early Childhood Educator Group Leader
<b>Status:</b>	Various
<b>Salary:</b>	Level 2 (without Certificate III but actively studying to obtain) Level 3 (with Certificate III)
<b>Award Conditions:</b>	Local Government Industry Award 2020
<b>Location:</b>	Jabiru

## POSITION STATEMENT

The Early Childhood Educator Assistant will provide support and assistance to the Educator Group Leaders in the development and implementation of educational programs in line with the Early Years Learning Framework and ensuring compliance with the National Quality Standard.

## ACCOUNTABILITIES & RESPONSIBILITIES

<b>Primary Tasks</b>	<ul style="list-style-type: none"> <li>• This position will support a stimulating, safe and happy learning environment for children in Jabiru.</li> <li>• Working as part of a team, assist the Educator Group Leader in planning and implementing a quality care and educational program that meets the individual learning and development needs of all children.</li> <li>• Assist in the supervision of students and volunteers as required.</li> <li>• Ensure the inclusion of all children, taking into account children's varying abilities, social economic backgrounds and diversity of families.</li> <li>• Carry out duties as per daily rosters and routines.</li> <li>• Assist the Group Leader in maintaining observations and records of children's progress.</li> <li>• Assist with supervision of children at all times throughout the day.</li> <li>• In co-operation with other centre staff, maintain a clean, attractive and welcoming centre.</li> <li>• Maintain positive contact with parents keeping them informed about the program and their child(ren)'s participation in it.</li> <li>• Maintain a professional standard and attitude ensuring that all people are dealt with in a polite and courteous manner.</li> <li>• Attend and actively participate in staff meetings, parent meetings and professional development, as required.</li> <li>• Assist centre management to identify and address issues that affect the efficient operation of the centre and assist in implementing strategies to resolve any operational problems that may arise.</li> </ul>
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<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Communicate effectively to foster positive relationships at all levels across the community, stakeholders and West Arnhem Regional Council staff.</li> <li>• Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Comply with all West Arnhem Regional Council Policies and Procedures.</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care to protect your health and safety and that of Council staff/others.</li> <li>• Actively participate in safety improvement activities.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time.</li> <li>• Other duties commensurate with skills and experience as directed by the Early Childhood Educator Group Leader.</li> </ul>

**SELECTION CRITERIA**

<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Certificate III in Children's Services or higher, or be actively studying to obtain it.</li> <li>2. Basic knowledge and understanding of the developmental needs of children aged birth to 5 years old, including children with additional needs.</li> <li>3. Experience in the education and care of children aged birth to 5 years old, including children with additional needs.</li> <li>4. ACECQA-approved First Aid training.</li> <li>5. Anaphylaxis and Asthma Emergency training.</li> <li>6. Basic knowledge of relevant curriculum frameworks and ability to develop and implement a quality education program appropriate for the centre and community.</li> <li>7. Knowledge and understanding of the Early Childhood Australia Code of Ethics and how this relates to the centre.</li> <li>8. Knowledge of child protection procedures.</li> <li>9. Experience in safe food handling (or willingness to obtain).</li> <li>10. Ability to communicate effectively with educators, children and families.</li> <li>11. Good written and oral communication skills.</li> <li>12. Ability to maintain confidentiality, professionalism and discretion at all times.</li> <li>13. Ability to respond quickly and effectively to emergency and safety issues in the Centre.</li> <li>14. Good understanding of Work Health and Safety in the workplace</li> <li>15. National Criminal History Check clearance.</li> <li>16. Current Working with Children/Ochre Card.</li> </ol>
<b>Desirable</b>	<ol style="list-style-type: none"> <li>1. Basic computer skill (eg. Microsoft Outlook, Excel, Word)</li> </ol>



	<ol style="list-style-type: none"><li>2. An ability to communicate sensitively and effectively with Indigenous people.</li><li>3. Knowledge of the local community.</li><li>4. Current Northern Territory Driver's Licence.</li></ol>
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## YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

**Reports to** Early Childhood Educator Group Leader

**Internal**  
Child Care Centre Manager  
Food & Preparation Officer  
Wellbeing Coordinator  
Council Services Manager  
Child Care Centre Staff  
People & Learning Team  
All Staff

**External**  
Parents & Children  
Government representatives  
Community Members  
Service providers

