

# Leeton Shire Council



## POSITION DESCRIPTION

*Leeton Shire Council Staff Mission and Values:*

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

***Trust   Respect   Integrity   Collaboration   Communication   Innovation***

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

## POSITION DETAILS

Position Title	<b>Early Childhood Educator</b>
Directorate	Corporate
Department	Business Services
Location	Leeton Early Learning Centre
Salary Grading	Grade 6
Employment Status	Part time
Hours of Work	Part time – according to your letter of offer. Days and hours are according to the roster provided by the Manager/Nominated Supervisor of LELC
Supervisor	Manager/Nominated Supervisor, Leeton Early Learning Centre
Staff Reporting to Position	<ul style="list-style-type: none"><li>▪ NIL</li></ul>
Key Internal Relationships	<ul style="list-style-type: none"><li>▪ Director, LELC</li><li>▪ Staff</li><li>▪ Administration</li></ul>
Key External Stakeholders	<ul style="list-style-type: none"><li>▪ Children and their family members</li><li>▪ General Public</li></ul>

## PRIMARY PURPOSE OF POSITION

- ❖ To assist with the development, implementation and evaluation of activity programs which promote optimum development in the areas of social, emotional, cognitive and physical growth as well as the health, welfare and educational needs of the individual child.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

## **POSITION ACCOUNTABILITIES AND RESPONSIBILITIES**

### **Finance:**

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.

### **Strategy:**

- ❖ Contribute to the review and updating of internal business processes.

### **Customer/Stakeholder:**

- ❖ Attend to customer requests and enquiries.
- ❖ Provide specialist information and advice to customers.
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them.
- ❖ Participate in school and interest group tours and talks as appropriate.

### **Operations:**

- ❖ In conjunction with the Director and teacher assist in the observation, implementation and evaluation of a program of experiences and activities which promote optimum development in the areas of social, emotional, cognitive and physical growth as well as the health, welfare and educational needs of the individual child.
- ❖ To assist in creating a program that focuses on children as individuals, as members of peer groups and as members of family units within the broader society with particular consideration for the interests, special needs and aptitude of each child.
- ❖ To assist in planning and preparing the environments, setting up interest centres, preparing and cleaning away materials and supplies.
- ❖ To treat each child with dignity and respect, taking into consideration any cultural, socio-economic or other differences which may arise.
- ❖ To assist in implementing the program in a flexible manner that is compatible with the children's needs and interests.
- ❖ To assist in the keeping of children's records, including regular observations.
- ❖ To attend all staff meetings.
- ❖ To assist the Director & Teacher in any other appropriate way.
- ❖ To be willing to participate in meetings, conferences and training courses, where appropriate.
- ❖ To develop a cooperative relationship with all staff members to ensure a smoothly operating Centre and a consistently caring, secure and active environment for all children at all times.
- ❖ To share cleaning responsibilities relating to the group and then with other staff in other areas of the Centre.
- ❖ To develop a good rapport with parents and/or carers.
- ❖ To share positive and constructive information about the children with their parents and/or carers.

## **WORK, HEALTH & SAFETY RESPONSIBILITIES**

Workers have an active role to play in the safety of themselves, all employees of council and members of the public.

Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must present evidence of having received current Covid-19 vaccinations.
- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

**SELECTION CRITERIA**

**Essential:**

**Qualifications/Licences/Experience:**

1. Minimum Cert III in Children's Services (0-5 years) or currently studying
2. Must hold the following current certifications:
  - a) First Aid Certificate (including Anaphylaxis & Asthma training)
  - b) Working with Children's Check
  - c) Class C drivers' licence.

**Skills & Attributes:**

1. Be a customer focused person with excellent interpersonal skills and the proven ability to relate well with parents, children, the general public and fellow employees and maintain positive relationships with all stakeholders.
2. Demonstrated ability to implement current practices for children aged 0-5 years.
3. Demonstrate an ability to solve problems by reference to the Supervisor
4. Be a team player and capable of gaining and maintaining peer respect.
5. Always set a high standard as the general public looks upon you as a symbol of Council and ensuring customer confidentiality is maintained at all times.
6. Accept participation in and willingness to attain skills training as and when required.

**Desired Requirements:**

Nil



Jackie Kruger  
General Manager

I ..... hereby accept the terms and conditions set out in this position description for Early Childhood Educator (Part time).

Dated this                      day of                      2024.

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Signature