**Position title:** Early Childhood Educator, Certified Supervisor (Diploma)

**Reports to:** Authorised Provider/ Nominated Supervisor

**Section:** Children's Services

**Reports:**
- Direct: Educational Leader/ Nominated Supervisor
- Indirect:

**Department:** Community and Relationships

**Evaluated/approved by:** Leanne Barnes

**Position number:** ECC008

**Version number:** 2015.V01

**Delegations:** www.begavalley.nsw.gov.au

**Objective/s:**
- Actively contribute to the design, documentation and implementation of high quality programs for children and families that recognise and respect diversity.
- Actively promote relationships between children, families, staff and others that acknowledge the dignity and rights of each person.
- Actively ensure a safe and aesthetic environment that promotes and maintains the well-being, learning and relationships of children, families, staff and others.
- Ensure the early childhood service meets all statutory regulations, standards and approved curriculum.

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**Our Values**

We are committed to providing excellent service
We work as a team
We care about our people
We are committed to performance
We act with integrity
We strive for sustainability

**Our Mission**

“The Bega valley will be a community that works together to achieve a balance between the quality of life, sustainable development and conservation of the environment.”

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**KEY RESPONSIBILITIES AND INDICATORS**

<table>
<thead>
<tr>
<th>Key Result Areas</th>
<th>Duties and responsibilities</th>
<th>Performance Indicators</th>
</tr>
</thead>
</table>
| High quality programs for children and families | - At all times uses active and reflective professional knowledge and practice that meets the requirements of National regulations, standards and approved curriculum (Early Years Learning Framework).  
- Ensure all children’s programs follow BVSC children’s services philosophy and recognise and respect community diversity.  
- Maintain child records that document the growth, health, well-being, cultural context, learning, relationships and interests of children.  
- Establish learning assessments and identify learning outcomes for each child.  
- Use effective teaching strategies and practices that recognise individual learning styles and build strong and respectful group relationships. | - Always demonstrates statutory compliance and consistently high quality contributions to all aspects of delivering educational programs.  
- Makes meaningful contributions to the service continuous quality improvement plan.                                                                                      |
<table>
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</thead>
</table>
| **High level of family involvement** | • Engage in critical reflection that informs ongoing programs, teaching strategies and relationships with children and families.  
• Ensure all buildings, equipment and BVSC vehicles are well maintained, stored and used in accordance with BVSC policies  
• Take responsibility for the care and exchange of resources that enhance the learning program and the aesthetic environment.  
• Build a partnership with each family that demonstrates understanding and respect for individual family values and cultural practices.  
• Communicate effectively and openly with families about children’s programs, learning outcomes, health, well-being, safety and nutrition.  
• Include families and children in the design, implementation and evaluation of the program.  
• Maintain confidentiality and professional ethics in relationships with children and families at all times. | • Always ensures children’s environments are safe, sustainable and attractive with sufficient resources.  
• Collaborates and communicates with families about child programs, well-being and learning outcomes. |
| **Establish effective child and family support networks** | • Attend and actively contribute to all staff and team meetings.  
• Contribute information to child and family support plans and applications or referrals for additional assistance in a timely and efficient manner.  
• Liaise with professional early childhood organisations to strengthen knowledge and understanding of early childhood education  
• Document and report all concerns, complaints and significant issues that affect the operation of the service, the staff or families and children to the Nominated Supervisor in a timely and efficient manner.  
• Ensure all family access, authorisations, permissions and court orders are communicated to and followed by educators.  
• Follow established protocols and procedures for responding to child protection issues, health, hygiene and child well-being including the provision of medication and first aid.  
• Use effective communication with colleagues, children, families and others that complies with BVSC Code of Conduct.  
• Effectively supervise and mentor educators, students and others to achieve individual skill growth, quality improvement, team and service goals | • Actively contributes to all relevant service and team meetings, family support networks and community organisations.  
• All responses to concerns, complaints and issues of child protection meet statutory requirements, BVSC policies and approved procedures.  
• Always ensures that everyone uses professional, ethical and respectful practices and communication. |
<p>| <strong>Provide a high quality service</strong> | | |</p>
<table>
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<th>Performance Indicators</th>
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</thead>
</table>
| **Maintain and maximise levels of grants and funding** | • Check rosters and alert Educational Leader and Nominated Supervisor to any issues affecting compliance with regulations or budget allocations.  
• Regularly review individual professional performance and contributions to the team, respond respectfully to feedback and use initiative to extend knowledge and skills.  
• Use initiative to undertake a share of housekeeping duties.  
• Contribute to all key administrative, organisational and operational tasks within set time frames including quality improvement, program accountability processes and strategic planning.  
• Follow all BVSC policies and procedures and contribute to regular policy reviews  
• Ensure all qualifications and first aid, anaphylaxis and emergency asthma response training are up to date.  
• Provide all required HR records for performance reviews, staff payroll, absences and leave in a timely manner.  
• Comply with legal statutory WH&S requirements and council policy and management system.  
• Ensure all staff, children, families and others practise risk management techniques that ensure their health, safety and well-being.  
• Follow safe work methods and ensure compliance by others.  
• Identify, report and respond appropriately to risks, hazards, accidents/ incidents and ensure documentation is completed in timely manner.  
• Conduct and/or assist in workplace risk assessments.  
• Participate in and support WH&S improvement activities. | • Always uses initiative to grow professional skills and contribute to team and service goals  
• Completes all key administrative, organisational and operational tasks accurately and within set time frames.  
• All required training, licenses and qualifications are kept current with copies provided to BVSC within set time frames.  
• Always follows and implements all WH&S regulations, policies and procedures and reports issues immediately. |
SELECTION CRITERIA

- Strong theoretical knowledge of how children grow and learn with demonstrated practical skills in implementing an approved curriculum.
- Strong knowledge of the National Quality Framework with demonstrated skills in applying these programs, quality improvement and compliance across diverse situations.
- Strong professional resourcefulness with demonstrated ability to effectively mentor and supervise the practice of others in the workplace.
- Strong time management skills, with good oral and written communication skills.
- Sound knowledge of Workplace Health and Safety (WH&S) and Workplace Diversity (WD) principles with the demonstrated ability to apply these in practice.

EDUCATION, QUALIFICATIONS, LICENCES

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Desirable</th>
<th>Licences</th>
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<tbody>
<tr>
<td>• Diploma in Children’s Services or Early Childhood teaching degree recognised by the National Authority</td>
<td>• 3 years experience in an early childhood setting</td>
<td>NSW Certified Supervisor or willingness to accept delegation under Centre Supervisor Certificate</td>
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<tr>
<td>• Approved child protection training</td>
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<tr>
<td>• Recognised current First Aid qualification</td>
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<td>• Food safety and handling training</td>
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<tr>
<td>• Current Emergency asthma management training</td>
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<tr>
<td>• Current Anaphylaxis training</td>
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<tr>
<td>• New Working with Young Children Check</td>
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<tr>
<td>• Supervisor Certification</td>
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ORGANISATIONAL CONTEXT

<table>
<thead>
<tr>
<th>Internal liaisons</th>
<th>External liaisons</th>
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</thead>
<tbody>
<tr>
<td>Bega Valley Children’s Services ancillary staff, Bega Valley Children’s Services primary contact staff, BVSC WH&amp;S Officer, BVSC Manager Children, Families and Aging, Group Manager Community Relationships and Leisure, Brighter Futures Early Intervention workers, Indigenous Advancement Strategy workers</td>
<td>Bega Valley Shire families, Bega Valley Shire community, NSW Department of Education and Community, Australian Department of, Education, Local Indigenous Elders, Specialist children’s services, Children's services organisations, and Family support caseworkers,</td>
</tr>
</tbody>
</table>

CONDITIONS OF EMPLOYMENT

<table>
<thead>
<tr>
<th>Status:</th>
<th>Hours per week: 38 per week</th>
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<tbody>
<tr>
<td>Classification: Band 2 Level 1</td>
<td>Grade: 4/ E</td>
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<tr>
<td>Award: Local Government (State) Award 2010</td>
<td></td>
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<tr>
<td>Other:</td>
<td></td>
</tr>
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</table>
## OUR ORGANISATIONAL VALUES

### People Matter
- You publicly role model the PLaCE values.
- You ensure employees have a work-life balance.
- You ensure safe work practices are used by employees/contractors/volunteers.
- You work well with people who have different ideas, perspectives and backgrounds.

### Learning is Important
- You attend all mandatory training and learning events and direct others in the team to also do so.
- You seek to learn from your colleagues, looking for mentoring opportunities and to also act as a mentor.
- You review your own performance and ask for feedback to learn and improve.
- You encourage and support continuous improvement within the team.

### Can Do
- You understand who your stakeholders are, why they matter, and seek their feedback.
- You are willing to go the extra mile for stakeholders.
- You acknowledge team members who have done a good job and celebrate success.
- You appropriately challenge and resolve poor performance and inappropriate workplace behaviour.

### Engaging the Whole Organisation is Important
- You support and communicate corporate messages and information to the team, including promoting ‘above the line’ behaviour.
- You listen to and involve colleagues and external stakeholders and respond positively to suggestions before making decisions.
- You support initiatives and actions that lead to a ‘one-team’ culture.