

Position Description

Early Childhood Assistant

Directorate	Corporate & Community Services
Location	Bland Children Services (Preschool), Pine Street, West Wyalong
Classification/Grade/Band	Grade 4
Position Code	3500 – Temporary Part Time
Date Position approved	1 May 2016

Primary purpose of the position

To promote children’s wellbeing, development and learning and help them develop values, attitudes and ways of living and learning that will make them effective members of our community.

Key accountabilities

Within the area of responsibility, this role is required to:

- Develop open learning relationships with all children by responding to their cultural traditions, strengths abilities and interests.
- Assist with providing a vibrant flexible indoor / outdoor learning environment that is responsive to the interests and abilities of all children.
- Assist with the planning, documenting and evaluating of children’s learning so that children’s progress can be identified documented and communicated to families.
- A working knowledge of Early Years Learning Framework.
- Contribute to ongoing learning through reflective practice.
- To work as a team member to develop and maintain safe inclusive educational practices for children by maintaining a clean, tidy work environment.
- Assist and contribute to all services within the Children’s Service Unit.
- To assist with the implementation of high quality children’s programs, responding to individual strengths and interests of children and families.
- Develop and maintain a professional relationship with parents and members of the public.
- Provide feedback on operations to ensure a secure, caring and developmental environment for the children is maintained at all times.
- Follow established work procedures and policies and work within and legislation requirements.
- Maintain a clean, tidy work environment.
- Carry out other duties that are within the limits of the employee’s skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key internal relationships

Who	Why
Senior Early Childhood Teacher	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate
Team members	Negotiate task priorities Ensure safety and quality standards are met

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

Selection requirements

Criteria:
Essential Criteria:
Certificate III in Early Childhood Education and Care or actively working towards this qualification.
Current Provide first aid in an education and care setting certificate
Current CPR Certificate
Current Class 'C' Driver Licence
Current Police Check
Current Working with Children's Check Number and Clearance
WHS and EEO
Thorough knowledge of WHS and EEO practices and principles.

Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*

Standing/walking – Constant	Sitting – Occasional
Squatting/kneeling/stooping – Frequent	Fine finger manipulations (keystrokes and writing) – Occasional
Bilateral gross hand manipulations – Frequent	Lifting/carrying 10kg to 15kg - Occasional

Immunisation Requirements:

This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A, Measles-Mumps-Rubella (MMR), and Pertussis, Varicella (Chickenpox) and Influenza to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

Working with Children Check




If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Core Capabilities

- Act with Integrity: Be honest, ethical and professional, and prepared to speak up for what is right
- Community and Customer Focus: Commit to delivering customer and community focused service in line with strategic objectives
- Plan and Prioritise: Plan and organise work in line with organisational goals and adjust to changing priorities
- Technology and Information: Use technology and information to maximise efficiency and effectiveness