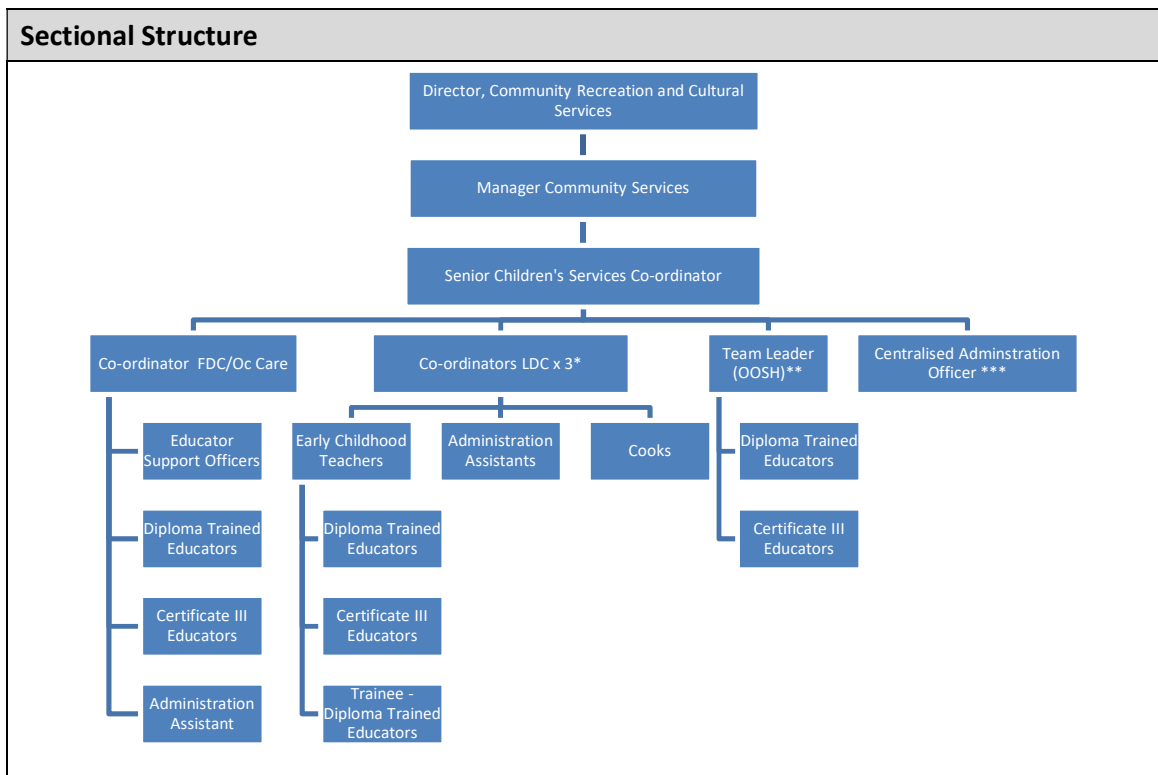


Position Title:	Certificate III Educator
Position Number:	
Division:	Community, Recreation and Cultural Services
Section:	Children's Services
Grade:	2
Delegations:	Nil

Primary Purpose of Position	
<p>Work with a team to assist in the provision of a safe, stimulating, healthy and caring education and care service which fosters and maximizes each child's individual development potential. To contribute to the educational curriculum that demonstrates the learning practice outcomes outlined in the Early Years Learning Framework or the My Time Our Place Framework for School Aged Children.</p> <p>To be placed in the day to day charge of an education and care service in the absence of another responsible person if required</p>	



*There are currently 3 Long Day Care Centres (Yarrowong, Courallie and Spring Street)

**The Team Leader OOSH reports directly to the Senior Children's Services Co-ordinator. The Senior Children's Services Co-ordinator also has OOSH Co-ordinator responsibilities.

***The Centralised Administration Officer also undertakes tasks for the Co-ordinators LDC

Selection Criteria	
Qualifications/ Licences	<ul style="list-style-type: none"> • Certificate III in Education and Care http://aceqa.gov.au/qualifications/ • Current NSW Working With Children Check clearance • Current Provide an Emergency First Aid Response in an Education and Care Setting certificate (HLTAID004) or equivalent
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated experience working in accordance with the National Quality Framework in providing an education and care service • Demonstrate effective communication skills, both verbal and written, and providing effective customer service • Ability to think creatively and to problem solve • Demonstrated commitment to the development of continuous improvement • Demonstrated ability to work and contribute as part of a team • Demonstrated ability to model Council's key values and desired behaviours
Key Accountabilities/Duties	
<ul style="list-style-type: none"> • Work with a team in the provision of an education and care service in line with the approved Delivery/Operational Plan, and in accordance with adopted standards, regulations, policies and procedures • Act as the Responsible Person for the service if and when required • To contribute to the critical reflection on the practices of the service and assist to develop and implement a Quality Improvement Plan in accordance with the National Quality Standards • To communicate effectively and ethically with members of the team and share knowledge to ensure legislative requirements are met by the service • To ensure the wellbeing and safety of all children within the centre, ensuring children are protected and their rights are upheld at all times in accordance with the "Keep Them Safe" guidelines • To ensure that all children are provided with a warm, welcoming and nurturing environment and supported in their relationships • To liaise with communities and families to ensure a collaborative approach to educating children • Undertake Enterprise Risk Management (ERM) Assessments and implement ERM action plans • Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time 	

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	

Human Resources Only: This position's ordinary hours of work shall be based on a 38 hour week to determine the hourly rate of pay