TOWN OF Bassendean

Position Description

Early Childhood Educator

Classification	Level 2, Level 3
Status	Permanent Full-time, Part time, Casual
Reports to	Manager Children's Services
Position Objective	To provide homely, nurturing, flexible and affordable programmes that are safe and secure for the children and welcoming for the family. To contribute to a positive team work ethic reflective of Centre philosophy, policies, procedures and the ECA Code of Ethics.
Last Review Date	February 2023

About the Team
The Wind in the Willow's early childhood education centres provide high standards of education and care that exceed the National Quality Standards for children aged 0-5. Our children's services are based on a nationally recognised play-based curriculum and are delivered by a dedicated team of educators who are passionate about the quality of education and care they provide.

Role Responsibilities

- To hold Centre Philosophy, policies and procedures in high regard and ensure these are upheld.
- Comply with State and Federal Law with regards to Early Childhood Education and Care
- Ensure the rights of children are upheld as per the ECA code of Ethics.
- Ensure the health and safety of children, families and colleagues as per centre policy and regulations.
- Ensure the adequate supervision of children at all times as per regulations and the National Quality Standard.
- Contribute to a cohesive teamwork environment and positive teamwork ethic.
- Assist the documentation and facilitation of children's learning and belonging.
- Ensure positive, calm interactions with children, families and colleagues. Ensure respectful interactions at all times.
- Challenge stereo typical behaviour and promote equality.
- Ensure effective communication both written and verbal with children, families and colleagues. Addressing queries and concerns promptly and effectively.
- Ensure the highest possible standards of health and hygiene.
- Demonstrate commitment to and participate in both professional and personal development.
- Contribute to the maintenance of records in particular in relation to children's development (curriculum planning and observations) health and safety; accident and illness.
- Contribute to reflective practice, continuous quality improvement and the quality improvement plan.
- Ensure high levels of confidentiality and privacy are maintained at all times for children, families and colleagues. Refrain from referring to work related issues on social media.
- Liaise with management effectively and report any concerns promptly.
- All employees must demonstrate a commitment to Occupational Safety and Health by taking responsible care/action to ensure own safety and the safety of children, customers and work colleagues and complying with all Town of Bassendean Occupational Safety and Health policies and procedures.

All workers must:

- Demonstrate a strong commitment to work health, safety, and wellbeing by taking care / action to ensure own safety and the safety of others by complying with WHS legislative requirements as well as Town of Bassendean policies, procedures, guidelines, instructions, and safety management systems.

Job Requirements

The Town will assess applications and suitability against the following criteria and the capability framework.

- Cert III in Early Childhood Education and Care - Educator
- Diploma Qualified in Early Childhood Education and Care – Senior Educator
- Working with Children Check from Department for Child Protection & Family Support.

Agreement

- *The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.*

- As the **employee**, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

- As the **Manager** I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR

Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

1. Personal Attributes

Manage Self *Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning*	✓ Checks understanding of own role within the team ✓ Proactively seeks instruction and guidance ✓ Approaches work tasks with energy and enthusiasm ✓ Stays up to date with knowledge, training and accreditation in relevant skills areas ✓ Is willing to learn and apply new skills ✓ Learns from mistakes and the feedback of others
Display Resilience and Adaptability *Express own views, persevere through challenges, and be flexible and willing to change*	✓ Adapts to changing work tasks and environments ✓ Is open to new ways of doing things ✓ Stays calm in difficult situations ✓ Does not give up easily when problems arise ✓ Asks questions and offers own opinion
Act with Integrity *Be honest, ethical and professional, and prepared to speak up for what is right*	✓ Is open and honest ✓ Tells the truth and admits to mistakes ✓ Follows the code of conduct, policies and guidelines ✓ Has the courage to speak up and report inappropriate behaviour and misconduct
Demonstrate Accountability *Take responsibility for own actions, commit to safety, and act in line with legislation and policy*	✓ Takes responsibility for own actions ✓ Completes tasks he/she has agreed to on time ✓ Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly ✓ Takes care of own and others' safety and wellbeing by following safe work practices ✓ Identifies and speaks up about risks in the workplace

2. Relationships

Communicate & Engage *Communicate clearly and respectfully, listen, and encourage input from others*	✓ Speaks at an appropriate pace and volume ✓ Uses appropriate body language and facial expressions ✓ Explains things clearly ✓ Allows others time to speak ✓ Shows sensitivity to cultural, religious and other individual differences when interacting with others
Community & Customer Focus *Commit to delivering customer and community focused services in line with strategic objectives*	✓ Shows awareness that he/she is working for the community ✓ Shows respect, courtesy and fairness when interacting with customers and members of the community

	✓ Listens and asks questions to understand customer/community needs ✓ Informs customers of progress and checks their needs are being met
Work Collaboratively *Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity*	✓ Keeps team and supervisor informed of what he/she is working on ✓ Shares knowledge and information with team members and other staff ✓ Offers to help colleagues and takes on additional tasks when workloads are high ✓ Is aware of the wellbeing of co-workers and provides support as appropriate ✓ Is open to input from people with different experiences, perspectives and beliefs
Influence & Negotiate *Persuade and gain commitment from others, and resolve issues and conflicts*	✓ Helps find solutions to problems he/she raises ✓ Uses facts and sound reasoning to make a case ✓ Listens to understand others' interests and needs ✓ Is tactful when disagreeing or proposing a different approach or outcome ✓ Works towards mutually satisfactory outcomes

3. Results

Plan & Prioritise *Plan and organise work in line with organisational goals, and adjust to changing priorities*	✓ Understands team objectives and own contribution ✓ Plans and organises own work tasks ✓ Asks when unsure about the relative priority of allocated tasks ✓ Manages time appropriately and re-prioritises as required ✓ Identifies and informs supervisor of issues that may impact on completion of tasks
Think & Solve Problems *Think, analyse and consider the broader context to develop practical solutions*	✓ Finds and checks information needed to complete own work tasks ✓ Breaks down information and issues into component parts ✓ Thinks through the options available and checks his/her suggested approach ✓ Refers complex issues and problems to a manager/supervisor
Create & Innovate *Encourage and suggest new ideas and show commitment to improving services and ways of working*	✓ Contributes own knowledge and ideas ✓ Suggests improvements to the way work is done
Deliver Results *Achieve results through efficient use of resources and a commitment to quality outcomes*	✓ Takes the initiative to progress work tasks ✓ Clarifies work required and timeframe available ✓ Identifies what information/resources are needed to complete work tasks ✓ Checks own work for accuracy, quality and completeness

	✓ Completes tasks under guidance, on time and to the required standard

4. Resources

Finance *Be a responsible custodian of council funds and apply processes in line with legislation and policy*	✓ Shows respect for the value of public money ✓ Calculates and records financial information accurately ✓ Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines
Assets & Tools *Use, allocate and maintain work tools appropriately and manage community assets responsibly*	✓ Uses core work tools and equipment effectively ✓ Takes care of work tools, equipment, accommodation and community assets
Technology & Information *Use technology and information to maximise efficiency and effectiveness*	✓ Shows confidence in using the technology required in the role ✓ Uses technology appropriately, in line with acceptable use policies ✓ Completes work tasks in line with records, information and knowledge management policies
Procurement & Contracts *Understand and apply procurement processes to ensure effective purchasing and contract performance*	✓ Complies with basic ordering, receipting and payment processes ✓ Checks quotes and invoices for accuracy ✓ Checks that invoiced fees and charges match goods or services delivered