

Educator



Reports to:	Senior Supervisor Children's Services		
Location:	Coonabarabran		
Branch:	Children's & Community Services		
Grade:	E	Band/Level:	2/1

Are you passionate about creating and implementing high-quality education programs that foster the physical, emotional, cognitive and social development of children? Do you also enjoy collaboration with families and colleagues to create a safe, inclusive and nurturing environment where children can thrive? Bring your outstanding skills to Council's Children's Services team and help shape our future!

Core Responsibilities

- **Support Program Delivery**
 - Help plan, implement and evaluate developmentally appropriate programs that align with the Early Years Learning Framework (EYLF)
 - Foster children's curiosity, creativity and love of learning through engaging and inclusive activities
 - Use observations and assessments to tailor learning experiences to meet individual needs and interests
- **Child Well-being and Safety**
 - Provide a secure, stimulating and hygienic environment for all children
 - Respond appropriately to children's emotional, social and physical needs
 - Ensure compliance with child protection policies and procedures
 - Administer first aid and manage incidents as required.
- **Team Collaboration**
 - Work cooperatively with colleagues to maintain a cohesive and positive team environment
 - Share knowledge, resources and insights to enhance the quality of programs
 - Participate in staff meetings, professional development sessions, and reflective practices.
- **Family and Community Engagement**
 - Build strong, respectful relationships with families, encouraging open communication about their child's development
 - Provide families with regular updates and opportunities to participate in their child's learning journey
 - Collaborate with external stakeholders to support the holistic development of children.
- **Professional Standards and Compliance**
 - Maintain up-to-date knowledge of early childhood education practices, policies and regulations
 - Adhere to the Children's Services' Philosophy, National Quality Framework (NQF), and the Education and Care Services National Regulations and Law
 - Comply with Children's Services and Council policies and procedures.
 - Uphold confidentiality and professional integrity in all interactions.
 - Commit to ongoing professional development and learning opportunities.

These core responsibilities are not an exhaustive list of duties, and the job holder may be required to undertake a variety of duties within the limits of their skill, competence and training.

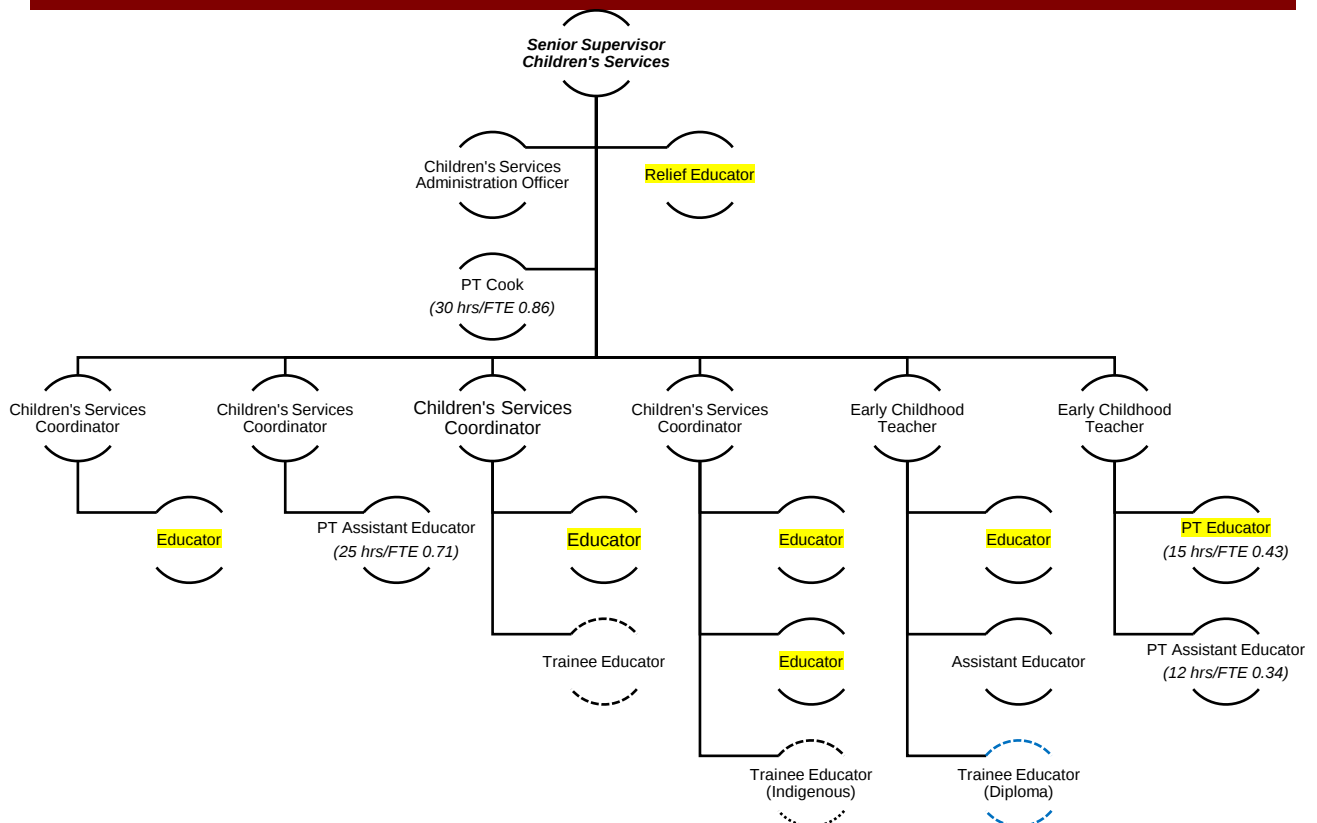
WHS Responsibilities

- Follow Council's WHS policies and procedures as instructed
- Ensure their actions do not adversely affect the health and safety of themselves or any other person
- Report all WHS hazards and incidents to their supervisor as soon as possible
- Participate in all required WHS training
- Follow all reasonable directions from supervisors, managers and others in regard to safety.

Position Factors

Autonomy	3. Typically has the freedom to select from procedural alternatives to complete straightforward tasks.
Internal Impact	2. Decisions usually impact own work and from time to time that of a few others.
External Impact	3. Influences externally through the provision of trade/technical services to external parties in line with council standards.
Budgeting	2. No financial management responsibilities as this is managed by a supervisor.
Analysis	3. Typically analyses routine situations applying a standard procedure.
Planning	3. Daily planning is typically required by the jobholder to ensure they effectively contribute to work programs.
Writing	3. When required, completes very basic, standard written communication with some guidance.
Teamwork	3. Shares information and coordinates with co-workers to achieve outcomes.
Service	2. The jobholder provides typically basic and/or straightforward services to internal/external customers according to standards set by management.

Our team



Do you have what it takes?

- ACECQA approved Certificate III in Early Childhood Education and Care is a minimum – it would be advantageous if you hold the Diploma or are working towards it
- Current Working with Children Check (WWCC)
- Current First Aid in an Education and Care Setting and CPR.
- Demonstrated understanding of the EYLF and NQF.
- Child Protection and National Child Safety Training.
- Willingness to undertake ongoing training and professional development
- Previous experience is desirable, but not essential
- Current NSW Class C driver's licence.

To be a good fit in this role, you will possess some key characteristics:

- **Knowledge of Child Development:** Ability to apply developmental theories to practical situations.
- **Observation and Assessment Skills:** Proficiency in observing and documenting children's progress.
- **Planning and Organisation:** Strong organisational skills for creating structured yet flexible programs.
- **Communication Skills:** Excellent verbal and written communication with children, families, and colleagues.
- **Patience and Empathy:** A compassionate and calm approach to engaging with children.
- **Creativity and Flexibility:** Innovative and adaptable in designing and delivering educational experiences.
- **Resilience:** Capacity to handle the physical and emotional demands of the role.
- **Commitment to Diversity:** Dedication to fostering an inclusive and respectful environment.

You will:

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|---------------------------------------|---|
| • Display Resilience and Adaptability | <ul style="list-style-type: none">• Adapt quickly to changed priorities and organisational settings• Welcome new ideas and ways of working• Stay calm and focused in difficult situations• Persevere through challenges• Offer own opinion and raise challenging issues |
| • Communicate and Engage | <ul style="list-style-type: none">• Focus on key points and communicate in 'Plain English'• Clearly explain and present ideas and technical information• Monitor own and others' non-verbal cues and adapt where necessary• Listen to others when they are speaking and ask appropriate, respectful questions• Show sensitivity in adapting communication content and style for diverse audiences |
| • Plan and Prioritise | <ul style="list-style-type: none">• Participate constructively in unit planning and goal setting• Help plan and allocate work tasks in line with team/project objectives• Check progress against schedules• Identify and escalate issues impacting on ability to meet schedules• Provide feedback to inform future planning and work schedules |
| • Technology and Information | <ul style="list-style-type: none">• Show confidence in using the technology required in the role• Use technology appropriately, in line with acceptable use policies• Complete work tasks in line with records, information and knowledge management policies |

The fine print

This is a full-time / part-time funded position based at Coonabarabran, with tenure being subject to the continuation of Federal and State Government funding.

Due to operational requirements the Educator's hours are worked between the hours of 7:00am and 6:00pm with shifts ranging from 6 hours to 8.5 hours. A 10 minute break (paid) is provided for morning tea where appropriate, and 30 minutes – 45 minutes (unpaid) for lunch, depending on your hours of work. In addition, attendance at evening meetings and centre events outside the normal hours of work is an expectation for this position.

If you are a full-time employee you will accrue an RDO every four weeks, however for operational reasons RDOs are usually taken during school holiday periods; you will also accrue an additional three RDOs per year, which are taken during the Christmas shut-down period. There is a closure for Union Picnic day in October each year.

This position will be part of the annual shut down of Children's Services for a two-week period over the Christmas period into early-January; dates may alter from year-to-year.

Health Monitoring Requirements

This position currently has no mandatory health monitoring requirements, however you are eligible for the following under Council's Health Monitoring Procedure:

- Hepatitis A and B vaccinations; we also encourage you to check with your doctor if a tetanus booster is recommended.
- Flu vaccinations – Council runs an annual vaccination program, usually during May
- Bi-annual skin cancer checks as part of Council's program.
- Measles/Mumps/Rubella (MMR) and Pertussis (Whooping Cough) vaccinations

Some vaccinations may be offered only as part of an annual program and you are encouraged to ask a member of Human Resources if you have any questions.

What's in it for you?

Here are some of what to expect:

- Generous leave provisions as set out in the Local Government (State Award), including long service leave after 5 years
- 1 RDO every 4 weeks
- Wellness – we want you to be at your best self so you and your immediate family members have access to our employee assistance program with TELUS Health One
- Uniform allowance subject to funding availability
- Salary packaging options to optimise your pay
- Access to thousands of free online training courses
- Mobile phone allowance available if you bring your own device
- Free annual flu vaccinations and bi-annual skin cancer checks available
- Weekly pay cycle

We strive to create a diverse and inclusive culture where everyone feels safe, valued and they belong. Council is proud to be an equal opportunity and child safe employer.