

# POSITION DESCRIPTION



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## POSITION

**Position Title:** Trainee Early Childhood and Care Educator

**Business Unit:** Infrastructure and Planning **Classification/Grade:**

**Position No:** **Reports to:** Centre Director

**Location:** Jerilderie Early Learning Centre **Positions reporting directly to this position:** Nil

### Primary Purpose of the Position

As a **Trainee Early Childhood and Care Educator** under the supervision of the Centre Manager, work as part of a team to provide quality childcare services whilst observing the policies, procedures, values and philosophies of Jerilderie Early Learning Centre.

Undertake on and off-site training to develop proficiency and gain qualifications as an Early Childhood Educator. **This position description applies to employees gaining both Diploma and Certificate 3 qualifications in Early Childhood Education and Care.**

### Roles & Responsibilities

The **Trainee Early Childhood and Care Educator** is directly responsible for the following roles and responsibilities:

- Support children in their learning through developing and maintaining nurturing relationships
- Communicate positively and openly with children
- Respect similarities and differences
- Guide and encourage children to undertake a variety of developmentally appropriate activities
- Provide physical care, assisting children in toileting, dressing and meal times
- Respond to the emotional needs of children
- Assist in the observation and evaluation of the children's development
- Assist in developing good nutritional practices for children
- Ensure that the dignity and rights of each child are maintained at all times
- Assist in the management of a group or groups of children
- Attend and actively participate in TAFE training, ensure all required modules are completed on time and to the required standards
- Other duties within skills, competencies and classification of role as directed by the Centre Director

### Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values of Trust, Honesty, Teamwork and Respect.

- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- Comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable, comply with Council Delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

**Authority and accountability:**

- Completion of basic tasks with work closely monitored by the team leader or supervisor.

**Judgement and problem solving:**

- Judgement is limited and coordinated by other workers.

**Specialist knowledge and skills:**

- Specialist knowledge and skills are obtained through on-the-job training and employer-based induction training. Off-the-job training may lead to trade, technical or professional qualifications.

**Management skills:** Not required.

**Interpersonal skills:**

- Limited to communications with other staff and possibly, with the public.

**Qualifications and experience:**

- Interest in working with young children and working towards qualifications suited to your position
- Good oral and written communication skills
- Good relationship building skills
- Class C drivers licence (age permitting)

**Authorisation:**

<b>Prepared By:</b>	GM/HR	<b>Date Issued:</b>	December 2024
<b>Current Incumbent</b>		<b>Date Commenced:</b>	
<b>Manager:</b>			
<b>Reviewed By:</b>		<b>Date:</b>	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.