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EARLY CHILDHOOD WORKER

*ECTARC Policy & Procedures Manual
Section 3 - Staff*

Responsible to:	The Board of Management of Illawarra Area Child Care Ltd.
Reports to:	Service Director.
Salary & Conditions:	In accordance with Children Services Award 2010.
Essential Qualifications:	Certificate III in Early Childhood Education and Care (or equivalent) Current First Aid Certificate
Physical Requirements:	Ability to lift loads of up to 20kgs. Bending, squatting, pushing, pulling, trunk twisting, kneeling, standing, and sitting for durations

GENERAL RESPONSIBILITIES

- To comply with and ensure that the policies and procedures of ECTARC are implemented.
- To comply with the Education and Care Services National Law and Regulation and/or the Children (Education and Care) Services Supplementary Law and Regulation.
- To assist in the successful implementation of the National Quality Standards.
- To work as a member of a co-operative team in order to provide an appropriate educational program for children.
- To assist in organising a pleasant, welcoming and safe environment of children, families and employees.
- To ensure the service director is informed of any problem arising, which would affect the children or the smooth running of the service.
- Reflect on and seek to develop own work performance.
- To participate in ongoing professional development and training programs.
- To perform any other duties as required by the service director or ECTARC management.
- To practice the Code of Ethics of Early Childhood Australia as adopted by ECTARC.
- To maintain appropriate levels of confidentiality.
- To keep up to date with current developments in the Early Childhood sector.

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- To comply with legislation in relation to Education and Care and Protection.

Key Performance Indicators (KPIs)

1. Children	
Responsibilities	Performance Measure
<ul style="list-style-type: none">• In consultation with Families, Director, ECTARC and Service Educators staff assist in the development, implementation and evaluation of a quality curriculum/program which is appropriate to the individual developmental needs and interest of the children reflecting the needs of the community and be culturally appropriate.• To discuss with the director the specific needs of the families and children.• To ensure that the children are safe and supervised at all times.• To be responsive to children's additional needs/requirements i.e. cultural, physical, emotional, medical or dietary.• To form relationships with children which are comforting and nurturing.• To provide a safe, supportive, stimulating and educational environment where children, families and employees feel welcome.	<ul style="list-style-type: none">• To assist in maintaining the necessary records of children and the curriculum as required by the Regulatory Authority and ECTARC.• Positive Feedback from Families with respect to involvement with the needs of children.• A reduction in the number of preventable incidents.• Identifying, recording and developing initiatives to meet the individual needs of the children.• Environment encourages the involvement of children in individual or small group play for most of the day.• Noise level is appropriate and does not interfere with purposeful activity
2. Employees	
Responsibilities	Performance Measure
<ul style="list-style-type: none">• To support the director where necessary with the management and running of the service.• To attend and contribute to meetings, in-service programs and network meetings and disseminate the information to employees• To alert ECTARC Management of the Directors absences from the premises.• To develop and maintain positive relationships with colleagues that is fair, professional, supportive and respectful.	<ul style="list-style-type: none">• Performing duties as requested by the Director to the best of their abilities.• To attend regular team meetings in order to assist in the facilitation of effective communication, employee development and discussions on the management of and programming for the service.• Works collaboratively with all colleagues.

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3. Families and the Community	
Responsibilities	Performance Measure
<ul style="list-style-type: none">• To assist in developing and maintain positive relationships with families.• Assist educators to seek family involvement in the centre, in developing and implementing the curriculum /program and various activities of the service.• To attend and contribute to parent meetings when required.• To assist in liaising with the community and be knowledgeable of resources within the area.	<ul style="list-style-type: none">• Positive Feedback from Families with respect to involvement with the needs of children• Recommendations to the Service Director about wider involvement within the community.• To assist and promote positive communication between the parents, director, employees and Illawarra Area Child Care Management by using mechanisms such as newsletter notice boards, surveys and daily informal contact.• Attendance of internal and external network meetings.
4. Administration	
Responsibilities	Performance Measure
<ul style="list-style-type: none">• To assist in the implementation of the service annual goals and objectives• To be aware of all Regulatory requirements for the service• To be aware of Government Regulations and Guidelines pertaining to children's services.• To be aware of and assist employees carrying out administrative functions within the service when required.• Basic computer skills.	<ul style="list-style-type: none">• Acknowledge and adhere to the goals and objectives of the service.• Assist in maintaining all Regulatory requirements• Maintain an Understanding of all Government Regulations and Guidelines pertaining to Childrens Services• On time and up to date completion of delegated tasks.• Ability to use the computer to read and send emails, document children's learning and complete on time sheet.
5. Work Health and Safety	
Responsibilities	Performance Measure
<ul style="list-style-type: none">• To assist the director in all duties relating to the maintenance and cleanliness of the service.• Responsible for personal health and safety.• To notify the director and ECTARC Management immediately about any injury to themselves that may result in a workers compensation claim.	<ul style="list-style-type: none">• Adhere to and promote the WHS Policies and Procedures of ECTARC.• Identify and reports WHS problems, where evident, in processes or systems.• Attend to incidental cleaning and housekeeping.

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I understand and accept the duties and responsibilities of this job description

Employee Name _____

Employee Signature _____

Date _____

Supervisor Name _____

Supervisor Signature _____

Date _____