

3.1.8 EARLY CHILDHOOD TRAINEE

*ECTARC Policy & Procedures Manual
Section 3 - Policies*

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:	Currently studying or willingness to undertake Certificate III in Early Childhood Education and Care
Physical Requirements:	Ability and willingness to undertake all physical requirements involved with education and care services including lifting 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 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 for 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

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- To maintain appropriate levels of confidentiality.
- To keep up to date with current developments in the Early Childhood sector.
- To comply with legislation in relation to Education and Care and Protection.
- To follow safe work practices

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Key Performance Indicators (KPIs)

1. Children	
Responsibilities	Performance Measure
<ul style="list-style-type: none"> In consultation with Families, Director, ECTARC and Educators 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 are 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 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 attend and contribute to meetings, in-service programs and network meetings and disseminate the information to Educators. To develop positive relationships with colleagues that is fair, professional, supportive and respectful. Liaise with workplace supervisor regularly about on the job components of the Traineeship. 	<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. Mentor/mentoree relationship developed. Increased knowledge and understanding of the role of an <i>Early Childhood Worker</i>.

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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. To assist in supporting families and communicating with them about their child and the daily activities. 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 ECTARC Management by using mechanisms such as newsletter notice boards, surveys and daily informal contact.
4. Administration	
Responsibilities	Performance Measure
<ul style="list-style-type: none"> To assist in the implementation of the service's annual goals and objectives To gain knowledge of all Regulatory requirements for the services. To be aware of Government Regulations and Guidelines pertaining to children's services To be aware of and assist Educators carrying out administrative functions within their service when required. Basic computer skills To actively complete the assessment and on the job components of the Traineeship. 	<ul style="list-style-type: none"> Acknowledge and adhere to the goals and objectives of the service. Maintain and develop an understanding of all Government Regulations and Guidelines pertaining to Children's Services Ability to use the computer to read and send emails, document children's learning and complete on time sheet. Assessments are completed on time. Increased knowledge and understanding of the role of an <i>Early Childhood Worker</i>.
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 actively promote safe work practices. To notify the director and ECTARC Management immediately about any injury to them selves 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 _____