



Position Description – Early Childhood Educator – Tharawonga

Reports To
Service Director

Supervisory Responsibilities
N/A

Applicable Award
Local Government (State) Award 2017

Overall purpose of the position

Working for the Gwydir Shire Council the Early Childhood Educator will work with and be accountable to the Service Director.

Tasks and responsibilities

- As an important member of the Gwydir Shire Council Children's Services Team, the Early Childhood Educator is required to work with the team to ensure that local families have access to high quality children's services.
- Care and supervision of children throughout daily Preschool activities.
- Encourage community awareness, input and parental involvement in Tharawonga Mobile Resource Unit or the Bingara Preschool.
- Interact with children and parents in a friendly, professional and courteous manner.
- Maintain a high standard of hygiene and cleanliness in the service.
- Assist trained staff in implementing the programmed daily activities and group situations.
- Assist with the integration of all children, including those with additional needs into the program under the direction of trained staff.

- Assist in the planning and development of an appropriate and flexible early childhood program.
- Assist or perform other duties as requested by the Service Director that pertain to the efficient daily running of the Service.

Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

Requirements of the Role.

Essential

- Current First Aid Certificate.
- Current Working With Children Check(NSW)
- Experience working with children in an early childhood environment.
- Cert III in Children's Services or other relevant qualifications.
- Demonstrated high level of interpersonal and communication skills, both written and verbal.
- Demonstrated skills in managing information in a professional, discreet and confidential manner.
- Ability to work efficiently and independently or as a member of a team.
- Demonstrated commitment to delivering a high standard of customer service.
- Acceptable level of fitness to undertake working with children. (Appointment to this position is conditional on an acceptable medical assessment).
- High standard of keyboard and computer skills including the use of Microsoft Office software, email and internet.

Desirable

- Cert IV or Diploma of Children's Services or other relevant qualifications.

Page 2 of 3	Position Description – Early Childhood Educator	Version 3
Adopted: March 2020	Review date: March 2021	

Conditions

Child Protection Laws in NSW require Council to conduct checking of recommended applicants for children's services positions. The successful applicant will be required to undergo a pre-employment assessment prior to appointment.

Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

Printed Name: _____

Signature: _____

Date: _____

Position: _____