

# Adelaide University Childcare Services Inc.

## Waite Campus Childrens Centre

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### **JOB DESCRIPTION**

#### **POSITION TITLE**

CSE Level 3.4 (CSP 1)

#### **AWARD / AGREEMENT**

United Workers Union Adelaide University Childcare Services Inc Enterprise Agreement 2020

#### **CLASSIFICATION**

Children's Services Employee Level 3.4

#### **PROGRESSION**

A person at CSE Level 3.4 will take on the same duties and perform the same tasks as a CSE Level 4 if required to do so.

#### **POSITION OBJECTIVES**

The employee is responsible, in consultation with the Director/Assistant Director, for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups, while ensuring that:

- There is a commitment to the need for each child to be given individual attention and comfort
- Staff are supported in the provision of quality child care, that meets the needs of individual and groups of children and supports their learning in accordance with the Early Years Learning Framework
- The philosophy, policies and procedures of the service are upheld, and implemented
- The children and families of the child care community are liaised with, and encouraged to contribute to the quality and success of the service
- General supervision is provided to allocated employees within the service

#### **QUALIFICATION**

Diploma in Children's Services or equivalent as recognised by licensing authorities

#### **SKILLS, KNOWLEDGE AND EXPERIENCE**

- Ability to interact with children and families in a positive, sensitive and respectful manner
- Ability to develop and demonstrate positive behaviour strategies and support children's learning of same
- Ability to work with other team members in the inclusion, support and care of all children
- Sound knowledge of current child care practices
- Good knowledge of the Early Years Learning Framework
- Sound knowledge of QA principles
- Good knowledge of Licensing Regulations under the relevant Act
- Good knowledge of child health and safety including safe environments, nutritional requirements, infectious diseases and infection control
- Appropriate skills, knowledge and training in food safety and hygiene as required under the Food Safety Legislation 2001

- Experience interacting with groups of children up to 6 years of age
- Well developed observation and reporting skills
- Well developed knowledge of inclusion principles
- Thorough knowledge of centre's philosophy, policies, and procedures
- Thorough knowledge of work practices
- Ability to cope effectively in an emergency or stressful situation
- Willingness to accept supervision and seek direction
- Effective interpersonal and verbal and written communication skills
- Effective consultative, interpersonal and supervisory skills
- Effective time management skills
- Good keyboard, computer and software package skills
- Ability to use digital recording devices
- Ability to support the implementation of Education for Sustainability or willingness to learn
- Ability to support the Positive Education curriculum or willingness to learn

### **SPECIAL CONDITIONS**

- Current First Aid qualification
- A satisfactory WWCC as per the current relevant statutory requirements
- Successful completion of relevant *Responding to abuse and neglect* training
- Appropriate skills, knowledge and training in food safety and hygienic handling of food and equipment as required under the Food Safety Legislation 2001
- Attendance at out of hours meetings, training and Service functions may be required (Agreement remuneration / conditions apply)

**RESPONSIBILITIES AND DUTIES**

All responsibilities and duties must be carried out with regard to and including:

- Reasonable protection of the health, safety, security and well-being of all children and staff within the service
- Adherence to relevant policies, procedures and statutory requirements
- Respect for and inclusion of diversity in its many forms
- Respect for and maintenance of confidentiality, including via electronic media / social networking
- An employee at this level will be working with individual and groups of children

**Delivery of quality care and children's programs**

- Implement the Early Years Learning Framework for individual children and groups in consultation with the Director/Assistant Director,
- Record observations of children for the purposes of program planning to support children's learning
- Develop, implement and evaluate daily care routines
- Plan and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds.
- Maintain and support a safe environment for staff and children
- Contribute to and support QA principles

**Leadership and teamwork**

- Actively contribute to the development of strong team work skills and the creation of a supportive team environment
- Actively support accountability, legal compliance and duty of care to children
- Ensure policies and procedures are adhered to
- Provide effective and fair leadership to staff under employee's supervision
- Maintain accurate records as required
- Participate in staff development and professional learning opportunities as required
- Responsible to the Director/Assistant Director for the supervision of students on placement
- Support a culture of continuous learning in the workplace (including own workplace learning)
- Support the implementation of Education for Sustainability
- Support the Positive Education curriculum

**Communication with families**

- Liaise with families and support family contribution
- Provide verbal and written information to families, as delegated by the Director/Assistant Director

**Administration**

- Ensure appropriate and timely completion of work time records and information for correct payment of wages
- Comply with the appropriate reporting procedures and requirements
- Contribute to discussion about collaborative administration processes as required

**ORGANISATIONAL RELATIONSHIPS**

*Varies according to the prevailing operational model*

- The employee will be responsible to Director/Assistant Director
- The employee will be responsible for the supervision of CSA 2 educators.

**EXTENT OF AUTHORITY**

The employee is responsible for the quality of his or her work and for the supervision of other employees where required, with routine supervision and feedback from the Director/Assistant Director.

*The Declaration is added to the final Job Description. This Declaration must be signed before the employee commences in his or her role at the service.*

**DECLARATION**

I have read the Job Description for Children’s Services Employee Level 3.4 and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability

**Employee name:**

**Signature:**

**Date:**

**Witness name:**

**Position:**

**Signature:**

**Date:**