

Adelaide University Childcare Services Inc.
Waite Campus Childrens Centre

JOB DESCRIPTION

POSITION TITLE

CSE Level 3.1

AWARD / AGREEMENT

United Workers Union - Adelaide University Child Care Services Collective Agreement 2020

CLASSIFICATION

Children's Services Employee Level 3

PROGRESSION

A CSE level 3.1 employee will progress to the next relevant level after a period of one year or, if employed for 19 hours or less per week, after 24 months. The progression may occur earlier if the employer considers the employee capable of performing the work at the next level. Having progressed to CSE 3.2, progression to CSE 3.3 will follow as above.

POSITION OBJECTIVES

The employee is generally responsible for his or her work, but works under direction to assist in the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups, ensuring that:

- The centre's philosophy of care, policies and procedures are implemented as required including the centre's sustainable living policy
- An awareness exists of 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 children at an appropriate developmental level
- Skills have been developed in preparation for and support of children's learning in accordance with the Early Years Learning Framework

QUALIFICATION

- AQF Certificate III in Children's Services or an equivalent qualification.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Ability to refer families to senior employees in a sensitive, supportive, and courteous manner
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to 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
- Knowledge of current child care practices
- Knowledge of the Early Years Learning Framework
- Knowledge of QA principles
- Knowledge of Licensing Regulations under the relevant Act

- Knowledge of maintenance of health and safety of children in care
- Experience interacting with groups of children up to 6 years of age
- Ability to observe and record as required
- Ability to accept supervision and seek direction
- Effective interpersonal skills
- Effective verbal and written communication skills
- Ability to use 2 basic software packages or willingness to learn
- Ability to use digital recording devices or willingness to learn
- 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 Education and Care First Aid certificate
- A criminal history clearance 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

- Contribute to the implementation of the Early Years Learning Framework for individual children and groups as required
- Record observations of children as directed for the purposes of program planning to support children's learning
- Under direction, support 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.
- Implement daily care routines
- Work in accordance with food safety regulations
- Undertake and implement the requirements of QA

Professional Development and Teamwork

- Participate in training as required
- Assist in the direction and support of staff below CSE 3
- Demonstrate emerging awareness of accountability and legal compliance
- Demonstrate commitment to duty of care to children
- Participate in the development of strong team work skills and a supportive team environment
- Support a culture of continuous learning in the workplace (including own workplace learning)
- Participate in the regular written and verbal information provided to families regarding service provision and encourage family involvement, as delegated by the Director
- Take reasonable care to protect the Occupational Health & Safety of self and others; report any hazards to senior staff and / or Director.
- Support the implementation of Education for Sustainability
- Support the Positive Education curriculum

Administration

- Ensure appropriate and timely completion of work time records and information for correct payment of wages
- Support compliance with the appropriate reporting procedures and requirements

ORGANISATIONAL RELATIONSHIPS

The employee will be directly responsible to:

- CSE Level 4 employee (or the staff member who is responsible for the group / room)
- The Director/Assistant Director of the Service

EXTENT OF AUTHORITY

The employee is generally responsible for the quality of her / his work, with direction and feedback from the CSE level 4 employee, Assistant Director, and Director.

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 3.1 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: