



Position Statement Including Selection Criteria

1. General Information

Position Title:	<i>Early Childhood Assistant Certificate III</i>
Award:	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016
Position Grade:	Children's Services Level 3.1
Reporting To:	CCC Childcare Coordinator
Work with:	Childcare Coordinator Adult Education Coordinator Customer Service Officers
Work Hours:	Casual - as required by Childcare
Tenure:	Casual

2. Context

The Cheltenham Community Centre (CCC) is a significant focus of community strengthening in the southern metropolitan region of Melbourne through its provision of childcare, educational, vocational and social programs for the local community. As one of 338 Neighbourhood Houses across Victoria, CCC is committed to the principles of Community Ownership, Community Participation, Empowerment, Access and Equity, Life-long Learning, Inclusion, Networking, Advocacy, Self-help and Social Action.

CCC operates as an incorporated, not-for-profit organisation with over 500 members/participants from a wide cross section of the local community. CCC employs over 25 staff and has a turnover of around \$800,000 per annum but a significant proportion of the organisation's capability and output is derived from the contribution made by many of its members on a voluntary basis.

CCC is involved in four main program areas – Childcare Services, English as a Second Language (ESL) and Literacy Training, Holiday Activities and a series of miscellaneous programs including computer training, children's programs, recreation programs and a netball Club.

CCC's revenue base includes grant funding from the Council for Adult, Community and Further Education (ACFE), Department of Education and Training, Department of Health and Human Services (DHHS), and Kingston City Council along with fee revenue/cost recoup from its client/member base.

Having celebrated the 31st anniversary of its inception and creation by members of the Cheltenham Church of Christ (now Southern Community Church of Christ), CCC maintains its strong link with the Church via its sharing of facilities and commitment to community strengthening and participation.

3. Position Context and Objectives

- To provide a quality early childhood program which meets the needs of the children attending Centre Based Childcare and in line with the requirements of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2012.
- To work cooperatively with childcare staff, families, and allied professionals to provide a safe, caring and stimulating environment for children attending the service.
- To plan, implement and evaluate an educational program that supports a holistic approach to the care and development of children aged from birth to six years of age.

4. Key responsibilities and duties

PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM

- Assist to plan, implement, assess, and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the EYLF considering the developmental needs, interests and abilities of all the children attending the service.
- Record observations on children ensuring all children are observed on a regular basis.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices, and influence.
- Deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF, VEYLDF).
- Model and support team/room educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.

PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN

- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies, and procedures.
- Ensure that all children have access to nutritious food and fresh drinking water.
- Promote health, wellbeing, and physical exercise in the service.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.
- Ensure regular head counts are undertaken and recorded through Xplor at 30-minute intervals
- Ensure sleep checks are undertaken and recorded at regular 5-minute intervals
- Ensure supervision is made a priority and effective communication is used to make certain all staff are aware of where other staff are at all times.

BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS

- Work cooperatively, ethically, and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative, and responsive relationships with children and their families.
- Establish and maintain links with the service sponsor or governing body (as appropriate), local networks, resource agencies and other relevant organisations.
- Support workplace students and volunteers, as directed.
- Assist in the induction and orientation process for new families, children, and educators, including workplace students and volunteers.

CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE

- Ensure all practices are in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2012 and reflect the philosophy, policies, and procedures of the service.
- Attend professional development opportunities and network meetings as appropriate or as directed by director/coordinator.
- promote an understanding of the EYLF and the curriculum framework documents within the team/room.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the director/ coordinator and educational leader.
- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures.
- Assist the director/coordinator or assistant director/coordinator in matters relating to leadership, pedagogical leadership, management support, service administration, as directed.
- Be ready, willing, and qualified to act in the position of a nominee in the temporary absence of the director/coordinator and assistant director/coordinator.

5. Key Performance Indicators

The performance will be assessed against Key Performance Indicators (KPI) annually (November).

The KPIs will include:

- attendance to professional development workshops – where possible
- positive feedback on teamwork approach, supervision and direction provided by Coordinator and other educators
- regular attendance to staff meetings – where possible
- demonstrated giving children individual attention and comfort as required
- demonstrated respectful relationships with children and families
- attendance and involvement at CCC and Childcare events/activities including Children's Festival – where possible
- knowledge of EYLF and implementation of programs
- knowledge of centre policies and procedures
- implementing an engaging and education program
- observations and reflective practice in relation to childcare program
- identify health and safety issues pertaining to the work environment
- ensure confidentiality, professionalism and discretion is maintained
- work as part of a team.
- supervise and support staff.
- work with children to maximise their potential.

6. Working Relationships

Who	Purpose
CCC Manager	Line management reporting relationship, periodic (at least weekly) liaison regarding all aspects of the Childcare and Holiday Activities part of the CCC operation.
CCC Members/Participants (including students)	Customer Service, authoritative advice and assistance – includes placement testing and monitoring of satisfaction with CCC Children’s programs.
Other CCC Coordinators	Peer Relationship - daily interaction and monitoring of activities in each of the program areas of CCC.
CCC Finance Officer	Peer Relationship - regular interaction and monitoring of activities including billing to funding providers and child enrolment statistics.
CCC Staff and Volunteers	Leadership, motivation and learning facilitation – particularly for Childcare staff and volunteers.
Southern Community Church of Christ	Regular contact regarding the use of the facility and collaboration regarding programs and activities.
DET, Melbourne Polytechnic, DHHS, Kingston City Council and NHV	Various according to nature of relationship with each external body.
Other Com Service Providers and Neighbourhood Houses	Collaboration and knowledge sharing.

7. Qualifications and experience

The following qualifications and experience are required for the position:

1. Minimum qualification (Certificate III of Children Services) or working towards.
2. Current Level 2 First aid Certificate (including Anaphylaxis and Asthma Training).
3. Demonstrated knowledge and experience of working in early childhood services.
4. Working Knowledge of the Regulations, standards, frameworks, and codes.
5. Have a current Working with Children Check

8. Key Selection Criteria

Applicants should address the following in their applications

1. Certificate III in early childhood development together with practical experience in the care of preschool children, essential.
2. An understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Learning Framework (EYLF).
3. Ability to make recommendation to senior staff on planning and implementation of child care programs within the Centre.
4. Ability to identify health and Safety issues pertaining to the work environment.
5. Ability to ensure confidentiality, professionalism and discretion is maintained.
6. Ability to gain cooperation and work as part of a team.
7. Ability to supervise and support staff.
8. Ability to work with children to maximise their potential.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not essential.

9. Other Information

- The position is at 8 Chesterville Road, Cheltenham.

10. Terms of Employment

- The position of Childcare is ongoing (subject to program viability & COVID related restrictions)
- The appointment will be for a casual position and hours will vary per week to suit Childcare requirements, 48 weeks (about 11 months) per year. The schedule of hours will be negotiated between 8am–4pm Monday to Friday.
- Wages and employment conditions are in accordance with the Children’s Services Level 3.1 casual rate
- An annual performance appraisal shall be conducted by the CCC Childcare Coordinator.