

Position Description

Education Support Officer



Branch	Corporate and Community	Position Grade	9
Division	Corporate, Strategy and Development Services	Position Status	Permanent Part-time
Reports To	Coordinator Children's Services	Standard Hours Per Week	24
Direct Reports	Nil	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	Nil
Position Number	1CC008	Award	Local Government (State) Award
Date PD Authorised	14/01/2021	Award Band	Admin Band 2 Level 2

Note: This position is dependent upon external funding and hours may be varied in accordance with funding received.

This position has been identified as "child related employment" under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.


It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. As an applicant for a child-related employment you will be required to make a disclosure as to whether you are a prohibited person, that is, someone who has been convicted of a serious sex offence.

The Opportunity

- To support the operation of Wingecarribee Family Day Care Service through the process of training, registering and supporting independent and self-employed educators.
- To assist registered educators to meet and adhere with service policy, guideline and procedures and relevant government legislative and regulatory requirements.
- To support families in finding quality child care options for their children in Family Day Care.
- To support Wingecarribee Shire Council in providing a high quality service which offers quality child care options to the local community

Key Responsibilities

1. Educational Leader of the Service, responsible for leading the development and implementation of the educational programs.
2. Responsible Person in day to day charge of any of Councils Children's Services where the Nominated Supervisor or other relevant Responsible Persons are not available.
3. Assist the Approved Provider and Nominated Supervisor in implementing, engaging, supporting, supervising and overseeing the facilitation of the National Quality Framework. Inclusive of Regulations, Quality Standards and Curriculum Framework
4. Adhere to all legislative and regulatory requirements.
5. Follow, supervise and implement Children's Services Policy and Procedures.
6. Actively contribute and participate in the consultation, development and review of Service Philosophy, Policy and Procedures and Quality Improvement Plans.

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7. Support the Nominated Supervisor to recruit, train and assess the suitability of Prospective Educators, in line with service procedures.
 8. As “Educational Leader” take responsibility for leading the development, implementation and evaluation/reflection of the educational programs based on “approved learning frameworks’. Inclusive of play session.
 9. Provide regular Home Visits and contact with Educators, for the purpose of support and monitoring Service and Regulatory Compliance.
 10. Have a sound knowledge of child development to support Educators and families with caring, educating and raising children.
 11. Have the ability to improvise be flexible and innovative with regard to recommendations when dealing with issues and differing methodology in Educators environments.
 12. Work independently with minimal supervision.
 13. Develop and implement practices to maintain contact between the Coordination Unit and families.
 14. Provide a responsive Customer Service approach.
 15. Support the access to inclusion and support assistance as required by educators and families enrolled with the service.
 16. Engage and participate in training, education and networking relevant to role.
 17. Be available, at times, to fulfil duties outside “normal” working hours. Appropriate ‘time in lieu’ arrangements will be made.
 18. Maintain accurate records in accordance with Regulatory and service requirements, with special consideration to matters of confidentiality.
 19. Have knowledge of role of other staff within Councils Children’s Services Department and a willingness to take on additional duties as required in exceptional circumstances, such as staff leave or position vacancies.
 20. Assist in the general and ongoing promotion of the service within the local community and to maintain a high degree of professionalism in dealings with fellow staff members, educators, parents and children.

Note: An employee may be directed to carry out such duties that are within the limits of the employee’s skills, competencies and training.

Essential Criteria

1. Minimum level- Approved Diploma Level Education and Care qualification.
2. Significant working experience in the Early Childhood Education and Care sector.
3. Successfully completion of a course in child protection which is approved by the NSW Regulatory Authority. A demonstrated understanding of the roles and responsibilities in relation to Child Protection.
4. Extensive experience and knowledge in programming, planning and reflection for children 0-12 years based on the “approved learning frameworks” under the National Quality Framework (NQF). The ability to use their skill and experience in supporting home-based Family Day Care Educators.
5. Knowledge, understanding and ability to implement and support compliance of the Education and Care Services National Regulations (2011) and other legislative requirements.
6. Current, recognised and approved First Aid, Asthma and Anaphylaxis Certification under the Education & Care Services National Regulations 2011.
7. Ability to satisfy legislative requirements regarding background and probity checks, including a current NSW Working with Children Check.
8. Ability and willingness to take on the responsibility of Responsible Person in day to day charge of any of Councils Children’s Services types as required.
9. High quality interpersonal, consulting and communication skills.
10. Commitment to a customer focused service.
11. Current NSW Driver’s Licence (Class C) and own vehicle.
12. Aware of current issues and trends in childcare.
13. Experience in administration and record keeping inclusive of sound computer skills.
14. Experience or be willing to learn the process involved in regard to fee administration and the Child Care Subsidy System (CCSS).

Desirable Criteria

- Previous Local Government Experience in a Child Education Support position.



Physical Requirements

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive)
- Sitting for lengthy periods (repetitive)
- Climbing stairs (within building)
- Squatting for prolonged periods
- Repetitive work – sitting, standing, driving

Capabilities

Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all employees.






Council’s Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Intermediate
	Display Resilience & Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
 Workforce Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A



Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

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Employee Name (Print)

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Witness Name (Print)

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Signature

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Signature

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Date

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Date