

Job Description

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Position Title:	Trainee
Position No:	EDU027, EDU028, EDU037, EDU038, EDU047, EDU048, EDU057, EDU058, EDU066, EDU067, EDU075, EDU076, EDU084, EDU085, EDU093, EDU094 and EDU124
Division:	City Lifestyles
Section:	Education and Care Services
Job Grade:	Trainee Award Rate as per the Local Government Award
Reports to:	Education and Care Services Nominated Supervisor

This position has been identified as "child-related employment" under the Commission for Children and Young People Act 1998. A Working with Children Check verification check will be conducted on recommended applicants.

It is an offence under the Commission for Children and Young People Act 1998 for a person convicted or found guilty of a serious offence against children (whether in NSW or elsewhere) to apply for this position. As an applicant for child-related employment you will be required to provide your Working With Children number and provide relevant identification and disclose whether you are a prohibited person, that is, someone found guilty of a serious offence against children. This includes any person registrable under the Child Protection (Offender's Registration) Act 2000.

Child Safety Commitment Statement

We are committed to acting in the best interest of the children in our community. We believe children have the right to be safe, listened to and respected. We have zero tolerance for child abuse and will take allegations very seriously, responding quickly and consistently in line with our policies and procedures. We aim to provide a safe space for all children, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children who identify as LGBTIQA+, and children with disability.

JOB SPECIFICATION

Position Overview

1. To work collaboratively with the Nominated Supervisor, service staff and educators and the wider Education and Care Services team to ensure all services have a high standard of operational business outcomes.
2. To adhere to requirements contained in relevant legislation, standards, and codes of practice when undertaking tasks/activities and implement these in line with Council processes, practices and documentation.
3. Create a positive interactive and caring environment that is safe secure and hygienic for children in an education and care setting.
4. Assist in planning, implementing and evaluating developmentally appropriate individual programs and maintain individual records for children 0-12 years.
5. Work as a cooperative team member and contribute to a culture of continuous improvement and critical reflection in line with the service philosophy.
6. Implement National Quality Framework practices to a high standard.

7. Complete relevant off the job studies to obtain one of the following: (CHC30121) Certificate III in Early Childhood Education and Care, (CHC40113) Certificate IV in School Age Education and Care, (CHC50121) Diploma of Early Childhood Education and Care, (CHC50221) Diploma of School Age Education and Care.

Key Duties & Responsibilities

Service Delivery

Provide a high quality customer focused service.

Conduct self in an ethical and professional manner at all times.

Assist with ensuring appropriate information, records and data are monitored, maintained and meet corporate standards.

Help to ensure the health, safety and supervision of children, staff and visitors to the centre.

Maintain confidentiality of information regarding children, their families and co-workers at the centre.

Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council.

Follow and meet the National Quality Standards, National Regulations and Council's Education and Care Services Procedures.

Teamwork and Section Contribution

Work as a cooperative team member and be flexible in the rotation of centre's shifts.

Participate in the process of self-assessment and contribute to the documentation and evaluation of service goals and quality improvement plans.

Attend and report on relevant meetings and professional development programs.

Assist in planning and participate in emergency drills.

Programming and Planning, Children and their Families

Assist with planning and implementing the educational program.

Help to observe children's abilities and needs.

Assist with seeking contributions from children and their families to influence the development of the program and decision making within the service through ongoing, meaningful engagement.

Interact with children in a caring and positive way and participate in the daily routine.

Communicate about the child's day in a positive manner, e.g. eating, sleeping, nappy changes, activities enjoyed.

Implement behaviour support strategies for children.

Support with administering first aid and medication in line with Council's procedures.

Actively work towards achieving an Education and Care Services qualification according to a scheduled training plan.

Additional Duties and Responsibilities for Trainees Enrolled in a Diploma Qualification:

Assist with planning, implementing and evaluating developmentally appropriate, inclusive individual programs, maintain individual records and focus on group experiences in line with the Early Years Learning Framework (EYLF) and/or the Framework for School Age Care (FSAC) and other endorsed programs for children aged 0-12 years.

In conjunction with the Nominated Supervisor and other educators consult with parents/guardians about the developmental/educational needs of the children and their families individual needs.

DATA AND DOCUMENT CONTROL

Performance Standards

- To “live” the organisational values of respect, integrity, teamwork, trust and optimism, thereby positively contributing to the direction and culture of Council.
- Completion of performance reviews and training plans in accordance with Organisational Standards.
- All staff have a duty to ensure that they comply with the requirements of all relevant standards, codes of practice and legislation including the *Local Government Act 1993* and the *State Records Act 1998*.
- All staff are required to perform their duties in accordance with Council’s Policies, Authorised Statements, Procedures, Job Description, Risk Identifications, Work Method Statements (WMS), Safe Operating Procedures (SOP) and site specific documents.
- The responsibility of staff is to ensure that they take reasonable care of their own health and safety.
- To work in line with Council’s strategies and plans including the Community Strategic Plan, Delivery Program and Operational Plan.



PERSON SPECIFICATION

Essential Criteria

- Minimum of 18 years old (legislative requirement).
- Must not possess a Certificate II or higher (if enrolling in a Certificate III or IV).
- Certificate III in Early Childhood Education and Care (CHC30113) or Certificate IV in School Age Education and Care (CHC40113) - (if enrolling in a Diploma).
- Relevant work experience.
- Basic written and verbal skills.
- Basic understanding of a customer focused service.
- Ability to work as a co-operative team member.
- Interpersonal and communication skills
- Working with Children Check (a verification will be conducted on recommended applicants). This position has been identified as "child-related employment" under the Commission for Children and Young People Act 1998. **It is an offence under the Commission for Children and Young People Act 1998 for a person convicted or found guilty of a serious offence against children (whether in NSW or elsewhere) to apply for this position.**

Desirable Criteria

- Current First Aid Certificate
- Current class C driver's license

Behavioural Competencies & Personal Attributes

- Clear communicator (verbal and written)
- Customer service oriented
- Collaborative
- Friendly and nurturing
- Relationship focused
- Reliable
- Flexible
- Adaptable
- Positive
- Energetic
- Calm
- Organised
- Resilient
- Committed to following scheduled training plan.

Further Responsibilities

Equal Employment Opportunity Principles	A knowledge and application of Council's Equal Employment Opportunity principles is required. Promotion of Council's EEO and Harassment Prevention principles is required.
Delegations	As per delegations and policy register in PULSE .
Work Health and Safety	Category 6
Pre-employment Health Assessment Category	High Risk
Review Process	Job and Person Specifications are reviewed annually in conjunction with Council's Performance Development System.
Authorisation	Director City Lifestyles

Acknowledgement of Country

Campbelltown City Council resides within Dharawal country. We honour and respect our Aboriginal and Torres Strait Islander Traditional Custodians, Elders and communities and the spirit that binds us in our dreams and aspirations on Dharawal country.