



Position Description

Early Childhood Educator (Certificate III)

Children's Centres

Division of Finance

Classification	Level 2
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Employment Screening - Functional Assessment Working with Children Check 8 hour shifts between the operating hours of 8am to 6pm on a rotating roster
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	May 2024



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

Our Students	<ul style="list-style-type: none">• Commencing progress rate• Student experience
Our Research	<ul style="list-style-type: none">• Research income• Research quality and impact
Our People	<ul style="list-style-type: none">• Engagement• All injury frequency rate
Our Social Responsibility	<ul style="list-style-type: none">• Underlying operating result• Community and partner sentiment



Children's Centres

Our centres are staffed by a dedicated team of early childhood educators, and we pride ourselves on providing a fun, stimulating and nurturing environment. We offer learning experiences to children in an innovative and inclusive centre that is guided by exemplary practice and research. Our centres comply with ACECQA National Regulations, achieving an 'exceeding' ratings and are open to all children in the university and surrounding communities.

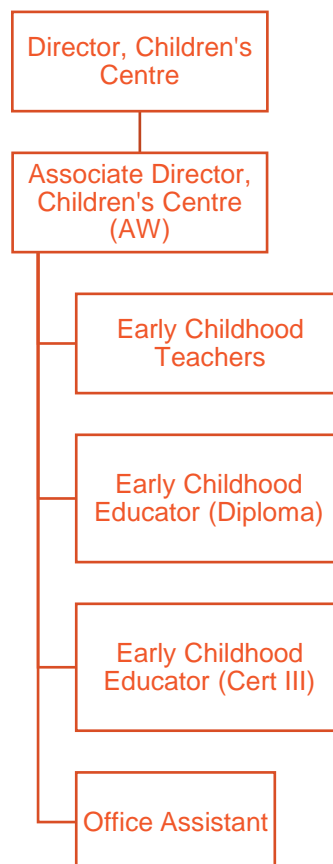
Located on Charles Sturt's Wagga Wagga Campus, the [Early Learning and Nurture Centre](#) is a modern purpose-built childcare centre, set amongst idyllic bushland and offers 5 large playrooms all with open, natural playgrounds and is licensed to care for 58 children per day.

Located on Charles Sturt's Albury-Wodonga Campus, the [Murray Children's Centre](#) is a university-based Early Childhood Centre, licensed for 71 places per day. Murray Children's Centre is dedicated to exemplary professional practice and ethical early childhood research.

Statement of commitment to upholding Child Safety

Charles Sturt Children's Centres are committed to Child Safety. We have zero tolerance for child abuse and are committed to acting in children's best interests and in keeping them safe from harm. We regard our child protection responsibilities with the utmost importance and, as such, are committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.

Organisational chart





Reporting relationship

This position reports to: Director, Children's Centres

This position supervises: N/A

Key working relationships

- Children's Centre Staff
- Centre Families
- Local Community organisations

Position overview

The Early Childhood Educator (Certificate III) is responsible for providing assistance with the general care and education of children from 0 – 6 years old and for providing relief for staff during periods allocated for the preparation of activity programs.

Principal responsibilities

- Work as a member of a cooperative team, working closely with all staff and sharing appropriate information about families, children's needs and incidents that occur.
- Assist in the general care, supervision and education of the children aged 0-6 years.
- Attend to the physical, emotional, social and intellectual needs of the children.
- Relieve staff during periods allocated for preparing the program of activities for the children.
- Work with other staff to ensure that activities are prepared in advance of each session including mixing of paints and preparation of other materials and assist with the setting up and packing away of activities.
- Work with individual and small groups of children as guided by qualified staff.
- Keep accurate records as required under relevant Regulation and Centre policies, for example, accident reports, daily care charts, etc.
- Report to the Director any matters affecting the smooth running of the Centre, for example, new equipment requirements, maintenance requirements, etc.
- Assist with domestic duties and routines and contribute to the cleanliness, maintenance, and tidiness of the Centre.
- Maintain positive contact with parents, providing information about the child's day.
- Attend staff meetings, professional development opportunities and centre functions.
- Other duties appropriate to the classification as required.



Role-specific capabilities

This section comprises capabilities from the [Charles Sturt Capability Framework](#) identified as essential or critical for success in this role.

Live our values

Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.

Network

Bring people together and build relationships that deliver desired benefits and outcomes.

Listen closely

Dig deep to understand others, using self-insight to build team spirit and recognise efforts.

Follow instructions and procedures

Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.

Physical capabilities

The incumbent may be required to perform the following.

- Perform in an accurate and timely manner push/pull, reaching, grasping, and fine manipulation tasks. Including lifting children up to approximately 20kgs, noting that the need to lift children would be a frequent activity and in some cases, equipment is available to assist with lifting children.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.
- Be sufficiently agile to react quickly to prevent incidents and prevent injury from occurring to children, self and others.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A Certificate III in Early Childhood Education and Care or equivalent ACECQA approved qualification.
- B. Experience working with young children (preferably in day care or pre-school environments) with awareness of Education and Care Services Regulations and National Quality Standards.
- C. Ability to work independently and as a member of a professional team to ensure the delivery of high-quality care for young children.
- D. Excellent communication, interpersonal and customer service skills, with the ability to communicate effectively with a wide range of people.
- E. Ability to identify risks and problem solve in relation to ensuring the health and safety of young children, staff and visitors.
- F. Hold or are willing to obtain a ACECQA approved qualifications in First Aid and CPR, Anaphylaxis training and emergency Asthma management training and undertake relevant refresher training.



Brisbane

New South Wales

Dubbo

Port Macquarie

Orange

Bathurst

Goulburn
NSW Police Academy

Sydney

Wagga Wagga

Canberra

Albury-Wodonga

Wangaratta
Regional Study Centre

Victoria

Melbourne

● - Capital city ● - Campus location

