



# Position Description

## Early Childhood Educator (Diploma)

Children's Centre

Division of Finance

<b>Classification</b>	Level 4
<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
<b>Special conditions</b>	<p>Pre-employment Functional Screening is required.</p> <p>The appointment is conditional upon the successful applicant producing, satisfying and maintaining a "Working with Children Check", in accordance with the Commission for Children and Young People Act (NSW).</p>
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	January 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:

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



## Division of Finance

### Children's Centres

The Division of Finance provides a range of corporate services involving finance, accounting operations and systems, legal services and the operation of commercial and campus-based services and University enterprises, including Residence Life.

The Early Learning and Nurture Centre is a community-based centre located on Charles Sturt's Wagga Wagga Campus. The centre is licensed to care for 58 children. We welcome children of Charles Sturt University staff and students, children of distance education students who attend Charles Sturt University intensive (residential) schools, and the wider community.

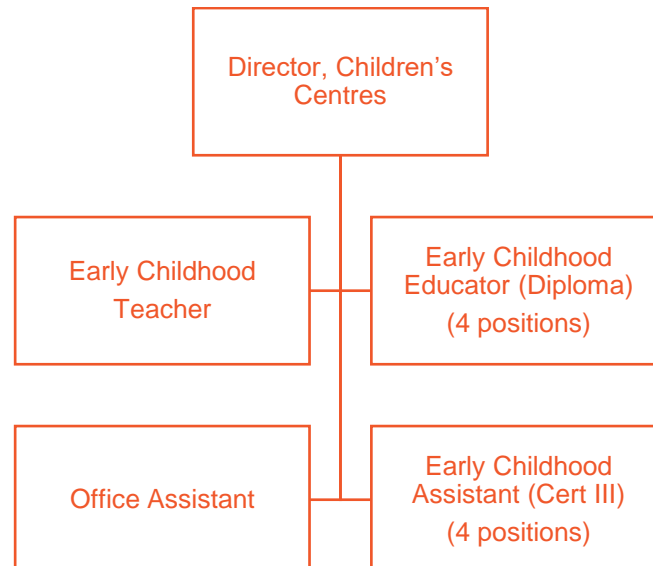
We cater for 16 children per day in the 0-2 age group, 20 children in the 2-3 age group and 22 children in the 3-5 age group.

Our centre is staffed by a dedicated team of early childhood educators and we always operate above staff to child ratios.

The Early Learning and Nurture Centre has been operating since 1995. The centre complies with ACECQA National Regulations and has achieved an 'exceeding' rating.

We pride ourselves on providing a fun, stimulating and nurturing environment.

### Organisational chart



### Reporting relationship

**This position reports to:** Director, Children's Centres

**This position supervises:** N/A



## Key working relationships

- Director, Children's Centres
- Children's Centre Staff
- Centre Families
- Local Community organisations

## Position overview

The Early Childhood Educator (Diploma) is responsible for providing developmentally appropriate care and education programs for the group of children within his/her care. The Educator will plan, prepare, implement and evaluate, in association with other staff members, indoor and outdoor learning environments, acknowledging children's individual needs, within the needs of the group as a whole.

## Principal responsibilities

- Work as a member of a cooperative team, working closely with all staff to ensure the smooth daily operation of the Centre.
- Attend to the physical, emotional, social and intellectual needs of the children.
- Develop and implement suitable, child -focussed, emergent programs for all children in the room.
- Observe record and evaluate children's development on a continuing basis and use this information as a basis for program planning.
- Assist and support the Australian Children's Education and Care Quality Authority(ACECQA) Framework process across the Centre.
- Incorporate the Early Years Learning Framework into program planning.
- Develop rapport with families to enable an exchange of information about the child, their development, interests, needs and abilities. Provide information and support to families in both formal and informal ways.
- Maintain any necessary records as required by the Education and Care Services National Regulations 2011, e.g. Accident reports, programs, developmental records etc.
- Report to the Director any maintenance or equipment repairs that may be required. Contribute to the daily maintenance, cleanliness and tidiness of the Centre.
- Responsible for providing, and assisting to create, an environment for children that is safe; and ensuring the use of age-appropriate teaching materials that incorporate an anti-bias perspective.
- Attend staff meetings, appropriate in-service, workshops and seminars for professional development and centre functions.
- Supervise students from University and TAFE.
- Other duties appropriate to the classification required.



## Role-specific capabilities

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

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### Live our values

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

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### Network

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

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### Listen closely

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

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### Follow instructions and procedures

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

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## 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 five years of age (approximately 20kgs), noting that the need to lift children aged 3-5 years would be an infrequent activity and that in most cases equipment is available to assist with lifting children in this age bracket.
- 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. Diploma of Early Childhood Education and Care or equivalent.
- B. Proven experience developing and implementing high-quality educational programs. Incorporating the Early Years Learning Framework.
- C. Demonstrated experience working with young children, preferably in a Day Care Centre or Pre-School environment.
- D. Knowledge of and the ability to interpret and implement Education and Care Services Regulations 2011.
- E. Proven and genuine commitment to a team approach in ensuring the delivery of high-quality care and services for young children and their families.
- F. Proven ability to communicate effectively with a wide range of people
- G. Demonstrated application of Anti-Bias philosophy and Equal Opportunity principles in relation to the position.
- H. Highly risk-aware and proactive in addressing issues to ensure the continued health and safety of young children, staff and visitors.

### Desirable

- I. A commitment to the National Quality Framework and working as a team member through the National Standards process. Willingness to become a Certified Supervisor.
- J. Current First Aid Certificate.
- K. Current Certificate in Anaphylaxis Management and Emergency Asthma Management.



