



Position Description

Position Title:	Advanced Child Care Worker (Qualified)
Reports To:	Nominated Supervisor
Directly Manages:	Children Within a Child Care Room in the Early Learning Centre and After College Hours Care as required (including vacation care)
Liases With:	All Early Learning Centre Staff
Employment Details:	
Award:	As per current MEA for non-teaching staff
Member of:	Early Learning Centre Team
Start Date:	As per appointment
Contract Period	As per Agreement
Appraisal Process:	Review conducted by Nominated Supervisor
Qualifications	Diploma of Early childhood education and care OR Diploma of Children's Services (Minimum). Current First Aid Certificate including Asthma and Anaphylaxis Management
Experience:	Group Leader in a Long Day Care or Pre-school setting working with 3-5 year olds. Desirable working in OOSH Programs
Professional Attributes:	<p>Work cooperatively as a member of a team.</p> <p>Understand the Early Years Learning Framework and how to incorporate the framework into high quality teaching/learning programs.</p> <p>The ability to observe, evaluate and record the development of each child in a room.</p> <p>Understand regulations and licensing guidelines related to Child Care.</p> <p>Understand the importance of implementing effective policies and procedures related to Child Care.</p> <p>The ability to maintain appropriate and up-to-date records.</p> <p>Willingness to take on Responsible Person duties.</p>
Other Attributes	Good humoured and patient nature, willingness to support the Anglican ethos of the College; commitment to principles of work health and safety. Ability to collaborate and work as a team member.
Position Goal:	The role of an Advanced Child Care Worker (Qualified) is to effectively manage the children and Child Care Workers within an Early Learning Centre room, produce high quality teaching/learning programs, monitor the development of each child in the room and support the Nominated Supervisor in the implementation and review of the regulations, guidelines, policies and procedures necessary to provide a clean, healthy and safe indoor and outdoor environment for children and staff.
Position Duties:	
Ensuring the Early Learning Centre observes all government legislative and regulatory requirements.	
<ul style="list-style-type: none"> Developing programming and assessment practices that incorporate the Early Years Learning Framework and fulfil the NSW Community Services, National Quality Standards, 	



Federal Department of Education, Employment and Workplace Relations and College requirements.

- Implementing policies and procedures that ensure all Occupation Health and Safety legislative requirements and National Quality Standards are appropriately addressed.
- Maintaining and helping to review appropriate policies and procedures for the Early Learning Centre.
- Ensuring the maintenance of a healthy and safe work environment.
- Ensuring a safe, healthy and clean indoor and outdoor environment for children.

Promoting and ensuring quality teaching and learning.

- Ensuring programs are planned, implemented and evaluated for each child in the room.
- Observing, evaluating and recording the development of each child in the room.
- Observing, gathering and interpreting information about children to inform the planning and implementation of programs and the preparation of environments and experiences which engage and are meaningful for the children in the room.
- Providing supervision, support and guidance to the Child Care Workers in the room.
- Liaising with Early Learning Centre staff to ensure consistent programming and delivery practices across the Centre.
- Liaising with Early Learning Centre and College staff to share information about students moving into new areas of the centre and College to ensure continuity of care.
- Liaising with parents as to the needs of the children in the Early Learning Centre.
- Liaising with other professionals as to the needs of the children at the centre to ensure learning experiences are provided that cater for the individual needs of each child.

Promoting effective administration of the Early Learning Centre.

- Attending Early Learning Centre Team meetings.
- Updating Early Learning Centre Child Care Workers about relevant requirements, procedures and deadlines.
- Carrying out the administrative duties necessary for effective room management.
- Carrying out the administrative duties necessary to meet child care responsibilities.
- Performing administrative duties such as rolls and receipting.
- Maintaining appropriate and up-to-date records.

Contributing positively as a member of a team and working collaboratively with Early Learning Centre staff.

Other duties as required by the employer.