

# Position Description

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<b>Position title:</b>	<b>Early Childhood Educator</b>
Position number:	1131
Group:	Rosny Early Learning Centre
Reports to position title:	Director Rosny Early Learning
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	CSW Level 3 - 4
Approved:	January 2026

## About the Group

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The Rosny Early Learning Centre aims to provide high quality education and care that is based on the belief that children are confident and involved learners who learn through play and exploration.

The Early Childhood Educator will contribute to a program that provides a variety of opportunities to learn through play and that fosters each child's unique abilities. The program is driven by children's interests, strengths and needs and is a balance of intentional teaching and children's emerging passions. The program includes creative and engaging activities, imaginative play, music and movement, stories, excursions, and quiet times.

## Duties and Responsibilities

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### Supervision

- Ensuring children are well supervised at all times, including supervising:

- Children in recreational activities.
- Sleep and rest periods.
- The daily routine of children.
- Children on excursions, as per the Centre's policy.
- The safety and hygiene of children.

### **Daily Routines**

- Welcoming individual children and parents (including managing separation issues) and ensuring children are ready for departure at the parent's expected arrival time.
- Liaising with parents in regard to children's activities, exchanging information in regard to the day/previous night and ensuring information is communicated to relevant room staff at change of room/shift.
- Assisting children in daily routines such as toileting, dressing, eating and sleeping.
- Preparing materials and equipment for educational and recreational activities.
- Reporting problems and concerns about child and room management to the staff member in charge of the room or Director.

### **Program Planning**

- Actively contribute and participate in the development and implementation of appropriate developmental programme suited to the needs of individual children and groups.
- Reporting observations of individual children or groups for program planning purposes.

### **Child Development**

- Developing an increased understanding of the individual needs of each child.
- Undertaking work with individual children with particular needs, as required.
- Supporting language and cognitive development of children.
- Managing children's behaviour and guiding children's social development.

### **Medical and Health & Safety**

- Undertaking safety checks of playground area.
- Reporting equipment and maintenance needs to supervisory staff and removing broken or potentially dangerous toys and equipment.

- In the case of a child's illness or an accident, ensuring information is passed onto the Director or senior staff person immediately.
- Ensuring medication is only given by trained staff.

#### **General**

- Attending staff meetings and in-service training as required.
- Actively participate in the development, implementation, and review of the Services Quality Improvement Plan.
- Working with other staff members and management in a co-operative manner.
- Ensuring open and positive communication is encouraged at all times between staff, parents, management and children.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

## **Selection Criteria**

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#### **Essential**

1. Completion of a Diploma in Early Childhood Education and Care or actively working towards.
2. Knowledge and understanding of children and their development.
3. Excellent interpersonal skills, including the ability to relate to and communicate with children, parents and co-workers.
4. Understanding of health and safety practices relevant to the childcare industry.
5. Good organisational and time management skills.
6. Ability to work in a team environment.
7. Current First Aid Certificate or ability to obtain.

## **Authority and Delegations**

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The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

# Pre-Employment Requirements

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## Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

## National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.