

## **COBURG CHILDREN'S CENTRE INC.**

### **CASUAL EARLY CHILDHOOD DIPLOMA TRAINED**

2017

**Appointed By:** *The Board of Management Coburg Children's Centre Inc.*  
**Responsible To:** *The Educational and Operational Co-ordinator*

Coburg Childrens Centre provides long day care for infants to school age children including both three and four year old integrated kindergartens, a 4-year-old sessional kindergarten and a bush kinder program.

CCCI has a long history of education for sustainability, and is working towards accreditation as a "Resource Smart Accredited Early Childhood Centre". As such we place a strong emphasis on all aspects of sustainability and environmental responsibility.

We pride ourselves in providing high quality child care and kindergarten services. Family support, cultural relevance, parent and community participation and sustainability form the ethos of the everyday operations of the CCCI.

The Centre has developed a uniform planning and documentation system which all rooms follow.

#### **DUTIES AND RESPONSIBILITIES**

- ⇒ To implement a curriculum relevant to the individual and group needs and interests of the children. It is imperative that the program reflects the philosophy of the Centre, the National Quality Framework, The Early Years Learning Framework and the Victorian Early Years Learning and Development Framework.
- ⇒ To embrace and meet all areas, standards and elements of the National Quality Framework
- ⇒ To have a working knowledge of and comply with the current Education and Care Services National Regulations and the Education and Care Services National Law Act.
- ⇒ To actively know and contribute to the current program and understand the role of the educator in the program at any given time.
- ⇒ To document, and in the planning process, maintain essential records of children's learning and development and the program.
- ⇒ To discuss with other educators the specific needs of children/families enrolled at the Centre.
- ⇒ To work co-operatively as a team member of a multi-disciplinary team providing leadership as appropriate.
- ⇒ To provide a healthy, safe and welcoming environment.
- ⇒ To encourage parent involvement in developing and implementing the program.
- ⇒ To support parents and communicate effectively with families regarding their child/children's learning and development, and to share relevant records with parents. This may include being involved in parent/educator meetings as requested or required.
- ⇒ To attend and contribute to meetings and professional development as requested/required.
- ⇒ To link with relevant early childhood support and professional services/organisations and liaise with other professionals as appropriate.

- ⇒ To represent the Centre at meetings as appropriate.
- ⇒ To support students on placement and assist them in meeting the requirements of their field placement tasks.
- ⇒ To have a working knowledge of the Parent Manual, Staff Manual and the Centre's website and use this information to accurately convey an understanding of the programs and operations of the Centre with families and peers.
- ⇒ To develop an understanding and respect for the different cultures, values and abilities of the families and staff at the Centre.

## **QUALIFICATIONS AND SKILLS**

1. A qualification that is equivalent to a minimum 2 year full time Early Childhood training.
2. Skills in program planning development, implementation and evaluation.
3. Ability to work in a multi-disciplinary environment.
4. Ability to work effectively as part of a team.
5. Awareness and acceptance of diverse cultures and abilities, and a demonstrated capacity to develop an inclusive program.
6. Sound and respectful communication and interpersonal skills particularly in relation to children, families and staff.
7. Appropriate leadership and mentoring skills. Sensible initiative is expected in all staff at the Centre.
8. A working knowledge of the National Quality Framework including the assessment process, The Early Years Learning Framework and the Victorian Early Years Learning and Development Framework.
9. Good time management skills.
10. A friendly and positive disposition and a genuine love of working with children.

## **SALARY AND CONDITIONS**

As per the Coburg Children's Centre Enterprise Agreement 2013 which is based on the salary and conditions of the Children's Services Modern Award.

## **PRE-EMPLOYMENT MEDICAL**

The Board of Management may require candidates to undergo a routine medical check by the Board's nominated medical officer, at the Board's expense, prior to an appointment being made.