Kew Neighbourhood Learning Centre

‘Bringing Diverse Communities Together’

**Position:** Child Care Professional – Part Time

**Position Objective:** To assist the Shoestring Occasional Care Manager in the development, implementation and administration of programs which provide high quality child care at Kew Neighbourhood Learning Centre

**Employer:** Committee of Management of Kew Neighbourhood Learning Centre

**Classification:** Children’s Services Award Level 3

**Reporting to:** ‘Shoestring’ Occasional Care Manager

**Other relationships:** Children’s Carers, Child Care Staff, other KNLC Staff

**Conditions:** Part Time employment

**Hours: Staff will be allocated regular sessions, but may be asked to work extra sessions or swap with another staff member to ensure the smooth running of the Childcare area in accordance with the current regulations**

**Session Times** (including setup and pack up times)

8.45 - 12.15 Monday, Tuesday Wednesday and Thursday

12.45 – 4 15 Monday, Tuesday and Thursday

(Child care sessions run 9.00-12. and 1-4. The morning session is occasional care but families book in on a term basis. The afternoon session is for 3- 5 year olds.)

Casual staff will be paid to attend any program meetings outside hours. There will be a minimum of 2 program meetings a year.

*All employees’ positions are conditional on a satisfactory Police Record Check* and WWC check

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**Position accountabilities:**

The Child Care Worker is accountable for working with the Shoestring manager in the day to day running of our occasional care service and for assisting in the implementing of a safe, caring, healthy, stimulating learning environment in order that the physical, emotional, social and intellectual needs of children in our care are adequately met.

Duties include but are not limited to:-

Provide quality care by:

* Providing age appropriate activities that aim to promote the social emotional, physical and cognitive needs of individual children
* Using positive guidance with children to support their self-esteem, personal responsibility, and choices and access to learning
* Using teaching strategies that support children in their problem solving, creativity, and exploration of their personal and social interests
* Being actively involved in arranging and maintaining the indoor/outdoor play areas in a visually, stimulating, safe and hygienic condition
* Treating all children equally and respecting gender, culture and diversity.
* Promoting children’s understanding of and acceptance of culture and diversity
* Working collaboratively with other Child Care Staff to develop routines that ensure smooth transitions from one activity to another
* Assisting in the preparation of resources to provide learning experiences
* Recording and maintaining records concerning children’s accidents, illnesses and medication and other records relating to the group
* Working collaboratively with other childcare staff to question, evaluate and address how the curriculum is operating for individual children, groups of children, and families

Provide appropriate physical care by:

* Supervising all children at all times
* Meeting the physical needs of the children in relation to comforting, toileting, eating and drinking and appropriate clothing
* Changing nappies etc as required , according to centre procedures
* Responding to illness, accidents and emergencies according to guidelines
* Monitoring the children’s environment to ensure it is safe and free from potential hazards including checking the playground each day for noxious/dangerous/inappropriate items
* Taking any necessary preventative action to ensure the safety and wellbeing of the children

Ensure the smooth running of the Shoestring Child Care area by:

* Reading and demonstrating sound knowledge and application of the Children’s Services Regulations 2020, ‘Shoestring’ Staff Manual, Emergency Procedures and KNLC Policies and Procedures
* Providing information about the centre to parents
* Contributing to the maintenance of good staff relations by sharing equally in the workload
* Referring parents to the Shoestring Manager regarding children’s issues that are other than routine
* Maintaining professional ethics in relationships with families, and confidentiality about family information at all times
* Assisting with the preparation/pack away of equipment and materials
* Maintaining the centre environment in a manner that complies with health, hygiene and safety standards
* Engaging in ongoing staff development to improve personal and professional skills
* Suggesting ways to improve Shoestring’s functioning

**Selection Criteria Qualified Staff**

* Hold an appropriate qualification under the Children’s Services Regulations 2020
* Experience working in a children’s centre
* Understanding of the needs of children under 5 and the ability to develop a good rapport with them
* Demonstrate an ability to plan, implement and evaluate a creative, innovative developmental program for children
* Ability to work in and contribute to a supportive and co-operative team environment
* Experience of childcare programming and record keeping
* Demonstrate an understanding of Equal Opportunity, Occupational Health and Safety, Disability Discrimination, and Cultural Diversity principles
* Current First Aid Certificate
* Proficiency in a community language (desirable)