



## EARLY CHILDHOOD EDUCATOR – SUPPORTED PLAYGROUP

<b>Position Title</b>	Early Childhood Educator (Supported Playgroup)
<b>Reports to</b>	Child and Family Manager
<b>Business Unit</b>	Child, Family and Relationship Services
<b>Award &amp; classification</b>	SCHCADS Level 4
<b>Capability framework</b>	Level 2
<b>Appointment status</b>	Part Time – during term time only
<b>Probationary period</b>	6 Months
<b>Hours</b>	10 Hours per week
<b>Base location</b>	Ballina/Byron Shire

### Organisational Overview

We are a progressive, community-owned, social purpose organisation, driven by our values and focused on outcomes. We create opportunities for children, young people and families and increase social value in our community. We work in genuine partnership with community members and groups, non-government organisations, government agencies and businesses, to make a difference. Our work leads to progressive, measurable and sustainable social change.

We focus on building individual and community capability to develop solutions to social problems. We believe everyone has the ability to make a positive contribution to their community.

### Our Values and Practice Principles

[Our Values and Practice Principles](#) our integral to the way we work.

### Role Description

The Early Childhood Educator is responsible for working with a team to prepare and support the delivery of supported playgroup services to families with children aged 0-5 within the Ballina/Byron Shire. TFC delivers playgroup support to children, families and communities experiencing or at risk of vulnerability. We adopt a family centred, strength-based approach to improve family wellbeing and promote meaningful and sustainable outcomes for the families we work with.

## **Key Responsibilities**

### **1. Playgroup delivery**

- Plan and deliver weekly supported playgroups, including set up and pack down
- Plan and deliver age-appropriate learning experiences and play-based activities that provide opportunities for children to socialise and that support school readiness
- Provide inclusive activities and learning experiences that are culturally appropriate and responsive to the children and their families
- Interact and engage with playgroup participants
- Model play-based interactions, communication skills and behaviour management techniques
- Manage the dynamics between playgroup participants and model healthy relationships and communication
- Facilitate opportunities for parents to share experiences of parenting
- Provide relevant information about positive parenting and child development to family members
- Assist families in developing parenting skills
- Assist individual families to access information about and referral to other relevant TFC family support services or other services
- Actively promote TFC course programs and services through general discussions
- Provide information to parents/carers regarding health, safety and hygiene as outlined in The Family Centres Playgroup Illness Policy
- Collaborate with TFC staff, volunteers and other services providers to enhance playgroup activities
- Monitor playgroup equipment with colleagues to ensure maintenance and replacement occurs in a timely manner. Report any concerns regarding equipment to the Child Family and Relationship Services Manager
- Undertake all required data entry and reporting in a timely manner
- Report any child safety concerns to the Child Family and Relationship Services Manager

### **2. Community engagement**

- Assess the needs of vulnerable communities and participate in joint community development and planning activities
- Work collaboratively with community members and community partner agencies to identify and address social issues
- Participate in data collection and community feedback activities

### **3. Community and service provider networking**

- Develop and maintain a good understanding and working relationships with local health and community service providers
- Attend service provider & TFC network meetings as negotiated with the manager
- Co-ordinate and participate in community events, activities and TFC promotional events as negotiated the manager
- Co-design and facilitate community engagement activities
- Actively promote TFC programs and services

## Capabilities

For specific capabilities relating this position please refer to the [Capability Framework](#)

## Our Culture

The Family Centre [Cultural Elements](#) describe the qualities expected of all our people regardless of level or role.

## Mandatory Requirements

<b>Current National Police Check</b>	<b>Current Working with Children Check</b>	<b>Current Valid Drivers' Licence</b>
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## Inherent Requirements of Work Activities/Environment

This table outlines the main physical and psychological work environment characteristics that are representative of those an employee encounters while performing the essential functions of the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Key Activity</b>	<b>Frequency</b>
<b>Work Environment</b> <ul style="list-style-type: none"> <li>• Manage demanding and changing workloads and competing priorities</li> <li>• Work in a team environment in an open plan office</li> <li>• Be exposed to complex situations</li> <li>• Be exposed to all outdoor weather conditions</li> <li>• Work office hours with the possibility of extended hours</li> <li>• Work at a computer or be in meetings for extended periods</li> <li>• Come into contact with people who display challenging behaviours</li> </ul>	Daily Daily Daily Daily Occasional Daily Regularly
<b>Administrative Tasks</b> <ul style="list-style-type: none"> <li>• Undertake intensive administrative tasks, which include computer work, data entry, report writing, participating in meetings and concentrating for long periods of time</li> <li>• Use technology including computer, photocopier, telephones (including mobiles), digital projectors and monitors and other emerging technologies</li> </ul>	Daily Daily
<b>Transport</b> <ul style="list-style-type: none"> <li>• Drive vehicles possibly over long distances and in all traffic and weather conditions</li> <li>• Use public transport including trains, buses, trams and taxis</li> </ul>	Occasional Occasional
<b>Manual Handling</b> <ul style="list-style-type: none"> <li>• Lift and carry items up to 10 kgs</li> </ul>	Occasional

As the incumbent of this position, I confirm I have read the position description, understand its content and agree to work in accordance with the requirements of the position.

Employee:

Signed: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Executive Director: David Boutkan

Signed: \_\_\_\_\_

Date: \_\_/\_\_/\_\_