

## CHILDREN'S PROGRAM: CHILDREN'S SERVICES PROFESSIONAL LEVEL 1

### Vision Statement

'Leading learning and wellbeing practices for children, families and educators in South Australia through co-designed and future oriented programs.'

### Summary of the Position and its Responsibilities

The Children's Services Professional, Level 1 works in support of Gowrie SA's philosophy of primary caregiving and values, Strategic Plan, Reconciliation Action Plan and the principles of professionalism. The incumbent is responsible for ensuring the delivery of high quality education and care to children under the supervision and guidance of the Team Leader.

The Children's Services Professional, Level 1 will support the day to day functioning of the Children's Program and work consistently within the National Quality Standard and Early Years Learning Framework (EYLF).

### Agreement, Award and Conditions

The Children's Services Professional, Level 1 will be aligned to Lady Gowrie Child Centre Inc. Enterprise Agreement.

Attendance at monthly Gowrie SA after-hours organisation-wide staff meetings is a requirement along with attendance at other relevant meetings as required.

### Educational Qualifications/Experience

The Children's Services Professional, Level 1 will:

#### Essential

- Have completed a Diploma in Children's Services, Degree in Early Childhood Education, or equivalent qualification in accordance with ACECQA approved qualifications
- Provide evidence of an up to date Responding to Abuse and Neglect (RAN) Certificate
- Provide evidence of a ACECQA approved First Aid, Asthma & Anaphylaxis certificate
- Provide evidence of a current DHS Working with Children Check
- Have an appropriate understanding and skill level of food safety and hygiene as required under the Food Safety Legislation 2001

#### Desirable

- Advanced Diploma in Community Sector Management

### Statement of Key Responsibilities

#### Provision of Care

The Children's Services Professional, Level 1 undertakes some or all of the following indicative duties to the extent of their training, skills and experience:

- Follows direction from Team Leaders, the Director – Children's Program, the Chief Executive Officer (CEO) or any other person authorised by the CEO

- Is in charge of a group of children
- Liaises with other members of the team to develop, plan, implement and evaluate developmentally appropriate programs for individual children or groups and daily care routines
- Provides quality care and education that meets the individual and group needs of children at the appropriate developmental level
- Prepares experiences that facilitate and enhance children's development based on theoretical and practical knowledge
- Give each child individual attention and comfort according to her/his needs
- Incorporates equity principals into all practices
- Records observations of individual children or groups for program planning purposes
- Ensures that children's records in relation to programming are maintained and updated
- Under direction, works with individual children with additional rights
- Demonstrates the ability to form relationships and appropriate interactions with children and families
- Takes responsibility to read, understand and question if unsure, the Gowrie SA philosophy, policies and procedures
- Works within the Gowrie SA philosophy of primary caregiving, policies and procedures and maintains confidentiality at all times
- Works within Gowrie SA's philosophy, values and principles of professionalism
- Take into account the needs of families using the service and respect the diversity and the cultural backgrounds of children, staff members and families
- Liaises with parents in a professional, supportive manner
- Support the day-to-day functioning of the service and work consistently within the National Quality Standard and the Education and Care Services National Regulations
- Assists in the supervision, guidance and coordination of activities and provides support for unqualified staff and students
- Develops continual learning practices to increase own professional knowledge

#### Work Health and Safety

- Takes responsibility to read and understand all relevant Work Health and Safety information
- Reports any emergency to the most senior employee in close proximity, and assists as directed
- Reports any hazard to the Team Leader in close proximity
- Provides a safe and healthy environment for children and adults
- Takes reasonable care to protect own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act of omission, neglect or misconduct at work
- Takes responsibility for emergencies until able to transfer responsibility to a more senior person. Direct other staff to assist as required
- Report any emergency or hazard to the Director - Children's Program or CEO immediately as it is safe to do so
- Ensure work practices are consistently within Commonwealth and State Regulations and organisational guidelines relating to health and safety, equal opportunity and anti-discrimination in the workplace

#### Organisational Relationships

- Works under the direction and reports to the Team Leader responsible for the room
- Is responsible to the Director - Children's Program, CEO and through them to the Board

Work outcomes will be clearly monitored and assessed by the Team Leader responsible for the room. The Children's Services Professional, Level 1 has freedom to act and use initiative within established guidelines and has the authority to make decisions, in accordance with relevant legal requirements, in the absence of qualified employees of a higher level.

#### **Person Abilities/Aptitudes/Skills**

- Effective written and verbal communication
- Ability to work collaboratively and to negotiate problem solving approaches

- Ability to work autonomously and demonstrate initiative as well as work effectively within a team
- Ability to receive, and act on, constructive feedback
- Ability to set goals, reflect and review
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to effectively supervise all areas accessible to children
- Ability to work with children with additional rights
- Well-developed observation and reporting skills
- Ability to contribute to and lead group discussions
- Effective time management skills
- Ability to supervise and guide unqualified educators, volunteers and students
- Ability to respond to parents in a sensitive, supportive, and professional manner
- Ability to act in a professional and mature manner, maintaining confidentiality at all times
- Commitment to social justice

### **Knowledge**

- Thorough knowledge and commitment to Gowrie SA's philosophy, policies and procedures
- Thorough knowledge of current early childhood and care work practices
- Thorough knowledge of program planning requirements
- Thorough knowledge of children's development
- Thorough knowledge of a range of appropriate observation and documentation methods
- Knowledge of the National Quality Framework, National Quality Standard and the Learning Frameworks (EYLF)
- Knowledge of Workplace Health and Safety principles and practices
- Thorough knowledge of child health, including nutritional requirements, infectious diseases and infection control

### **Additional Non-Negotiable Requirements**

- A current DCSI child related employment screening clearance will be required
- A signed 'Statement of No Adverse Effects' will be required and updated annually



## DECLARATION OF CHILDREN'S SERVICES PROFESSIONAL (LEVEL 1) Job & Person Specification

**Approval by Program Leader:**

Name:

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Signature:

Date:

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**Acknowledged by Employee:**

I have read the Children's Services Professional, Level 1 job and person description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability.

Name:

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Signature:

Date:

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