

# Position Description



## Job Details

Job Title: Diploma Trainee  
Reports to: Centre Director  
Group: City Governance and Community  
Position Number:  
Grade:  
Date: September 2015  
Objective Doc Ref:

## Position Purpose/Job Summary

This position offers an excellent opportunity of learning from experienced, qualified and professional staff to gain knowledge and understanding of the Early Childhood field. Experience gained during the term of this traineeship can be used in the process of attaining a Diploma in Child Care Studies

The duration of the traineeship is for a 24 month period which will combine work and training to gain a Diploma in Children's Services through a registered training organisation. In order to be eligible for a Diploma Traineeship position you must already have been successful in completing a Certificate III in Children's Services.

The trainee will work as part of a team in providing for the care, safety, development and educational needs of children aged 0-5 years. Trainees will also assist the educators with carrying out observations, planning, record keeping and programming for a group of children as well as contributing to the services overall program.

The trainee will carry out various routine tasks within the Early Learning Centre and work closely with the staff to provide a high quality service to the children and families.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

**Education Qualifications:** High School Education and no formal qualifications obtained higher than a Certificate II

Minimum: Working with Children Check  
Must not already have a certificate III in children's services or equivalent.  
First Aid/Asthma/Anaphylaxis

Licences: Driver's Licence (desirable).

### Relevant Experience Required

Must be a minimum of 18 years of age (Legislative requirement)  
Ability to work as part of a team  
Customer service focus

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## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### Skills Required

#### Minimum:

- **Authority & Accountability:** Responsible for completion of daily routines in centres in relation to the smooth operation of the centre. Position works as part of a team and receives professional support and guidance.
- **Judgement & Problem Solving:** Judgment and problem solving skills are required in making decisions relating to daily routines, care and safety of the children.
- **Interpersonal Skills:** Position requires a good level of communication both verbal and written. Communication requires confidentiality and professionalism with a high degree of flexibility and the ability to respond to the needs of clientele.

#### Desirable:

- Community language
- Skills and knowledge in working with children from Culturally diverse backgrounds and additional needs

## Key Accountabilities – Position Specific

### 1. Educational/Developmental Needs of Children

- Assist with taking observations, evaluations and maintaining individual records
- Assist in developing a program for a group of children
- Provide appropriate role modelling to the children and families
- Supervise children and be aware of safety issues.
- Contribute to the day to day operations of the service including but not limited to routine tasks.
- Attend and participate in all staff meetings
- Use open and positive communication with other staff that is concise and useful at regular intervals during the day - verbal/non-verbal.

### 2. Organisation

#### a) Policy

- Work toward an awareness of licensing requirements
- Be aware of relevant legislation and policy
- Be aware of and act on Council policies and procedures
- Identify the need for Centre policies and contribute policy development as required through the Implementation plan
- Contribute to the formulation and implementation and ongoing development of the Centre philosophy

#### b) Health & Safety

- Assist in identifying infectious diseases in the Centre and alert Centre Director
- Demonstrate an awareness of safety within the indoor and outdoor environment:
  - Remove dangerous objects – caps on power points, chemicals away, etc.
  - Contribute to the am and pm check prior to children
  - Assist in identify and notify maintenance areas to be repaired
  - Ensure children are wearing appropriate hats, clothing and sunscreen

## Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System

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(WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships
Direct: Nil
No. of Indirect: Nil

Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Centre Director	Daily exchange of information and direction
Staff	Daily exchange of information to facilitate running of centre and care of children.
Interaction with other Council Departments.	As required.
Coordinator children and family services	As required
Manager Children and Family Services	As required
Key Relationships	
2 External	
Communicating with	Nature of Communication

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Families	Daily exchange of information
Outside Support Agencies	As required for advice regarding children with additional needs
Registered Training Organisation	As required for training, development and traineeship enquiries
Public	As required regarding waiting list enquiries etc

<b>Position Dimensions</b>
As per Delegation of Authority.

<b>Decision making Authority &amp; Accountability</b>
<ol style="list-style-type: none"><li>1. The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1</li><li>2. Required to follow policies and procedures set by Council and Children and Family Services</li><li>3. Required to follow comply with the Regulatory, Legislative requirements including the National Quality Standards and Education and Care Services, National Regulations</li><li>4. Contribute to decision making and conflict resolution</li></ol>

<b>Problem Solving</b>
The holder of this trainee position is expected to possess the ability to analyse problems and determine a suitable course of action for issues that may arise in the execution of their day-to-day duties. Problems faced might include, dealing sensitively with children, families and staff issues, managing conflict between themselves and staff, time management, etc

<b>Competencies</b>
Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

<b>Signature</b>
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<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>