



Child Care Trainee

Selection Criteria

1. Knowledge and Skills

Essential

- Demonstrated ability to work in partnership with others.
- Effective communication skills.
- Ability to contribute as a team member to Occupational Health and Safety issues in the centre.
- Ability to monitor own learning and study requirements.

2. Education and Training

Desirable

- Knowledge of Child Care.
- First Aid Certificate.
- Acceptance from Working with Children Check.

3. Work Experience

Desirable

- Previous experience working with young children.

4. Attitude Requirements

Essential

- Proven ability to communicate clearly all-necessary information to families, children and staff members under the direction of the Team Leader/Teacher/Director.
- Demonstrated commitment to ongoing professional development in the early childhood profession.

5. Physical Requirements

Essential

- Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for duration.



Child Care Trainee

Job Description

Responsible to the Team Leader, Authorised Supervisor and Director

General Responsibilities

- To work according to the Code of Ethics of Early Childhood Australia and comply with the policies and procedures as adopted by Sunshine Kids.
- To create a safe, supportive, stimulating and educational environment for the children, families and staff.
- To ensure the Authorised Supervisor or centre Director is informed of any problem arising, which would affect the children or the smooth running of the centre.
- To ensure compliance with Child Protection Legislation and Policy.
- To have an actively anti bias approach which is reflected in interactions with children, parents/guardians and staff.
- To be aware of enrolment procedures and bookings.
- To be aware of government regulations and guidelines pertaining to children's services.
- To participate in ongoing professional development and training programs.
- To have a commitment to the Quality Improvement and Accreditation System.
- To be aware of and comply with Occupational Health and Safety Regulations.
- Any other duties, within the scope of the position, as specified by the Director.

Specific Responsibilities

1. Children

- 1.1 To ensure that the children are safe and adequately supervised at all times.
- 1.2 To assist in the development and implementation of the centre program.
- 1.3 To be aware of children's additional needs/requirements - diet/allergies etc
- 1.4 To ensure compliance with all practices relating to hygiene and safety.

2. Staff

- 2.1 To respect & support colleagues, developing positive channels of communication.
- 2.2 To assist with the implementation of the centre program with other staff members.
- 2.3 To have a commitment to attend staff meetings to share information & ensure a smooth running centre.
- 2.4 To participate in staff development and training programs.
- 2.5 To undertake housekeeping duties as directed.

3. Families

- 3.1 To develop and maintain positive channels of communication with parents respecting individual differences.
- 3.2 To share information with the parent/guardian relating to their child and the daily activities.

4. Maintenance

- 4.1 To follow housekeeping practices, which ensure that equipment is maintained at an optimal level, and centre is kept clean and tidy.

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Reviewed & Approved January 2006

Source: Community Child Care Cooperative November 2005

KU Children's Services: essential criteria & job description NSW 2006

Version 2

5. Physical Requirements

- 5.1 To organise a pleasant, welcoming and safe environment for children and staff.
- 5.2 To undertake the physical duties involved in working with young children in an early childhood setting on a daily basis.

Physical duties include:

- a) The setting up and packing away of the indoor and outdoor environments at the centre.
- b) To be able to kneel or sit on the floor to communicate with children at their level.
- c) To be able to carry a child in an emergency situation.
- d) To be able to perform CPR on a child lying on the ground.
- e) To be able to actively move around the environment whilst supervising children.

6. Professional

- 6.1 To keep up-to-date with current developments in the early childhood field.
- 6.2 To maintain confidentiality and adhere to the ECA's Code of Ethics.
- 6.3 To develop and evaluate own professional goals with the Director.

7. Physical Requirements

- 7.1 To perform any other duties as required from time to time by the Director.

8. Occupational Health & Safety

- 7.1 To maintain a clean and safe work environment while complying with all Sunshine Kids safety policies and procedures.
- 7.2 To report all workplace accidents and hazards to the supervisor. Implement immediate action for identified hazards if able to do so.
- 7.3 To participate in workplace consultative meetings as required and recommend improvements to relevant policies and procedures.

9. Child Protection

- 8.1 To assist the head of agency to comply with child protection in the workplace - responding to allegations of reportable conduct against employees.
- 8.2 To inform the head of agency of all allegations or convictions of a child protection nature against an employee, of which you become aware.
- 8.3 To ensure compliance as a mandatory reporter, which requires reporting to DoCS, where there are reasonable grounds to suspect that a child is a risk of harm.

9. Our Community

- 9.1 To be an advocate for high quality services for children in our community.
- 9.2 To participate in excursions and experiences with children which promote awareness of our community.