

Job Description

PREPARED:

POSITION: **Children's Services Employee Level 4**

AWARD: Children's Services Award 2010 - MA000120
National Employment Standards

This is an employee who has completed a Diploma in Children's Services or equivalent as recognised by licensing authorities and is appointed as the person in charge of a group of children in the age range from birth to 12 years.

An employee at this level will also take on the same duties and perform the same tasks as a CSE Level 3.

Indicative duties

- Responsible, in consultation with the Assistant Director /Director for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Responsible to the Assistant Director/Director for the supervision of students on placement.
- Responsible for ensuring a safe environment is maintained for both staff and children.
- Responsible for ensuring that records are maintained accurately for each child in their care.
- Develop, implement and evaluate daily care routines.
- Ensure that the centre or service's philosophy, policies and procedures are adhered to.
- Liaise with families.

Personal Skills Required

- Ability to communicate, relate and liaise effectively at all levels especially with children, staff and parents.
- Ability to accept responsibility and to delegate effectively.

- Self-motivated, drive, initiative, an ability to work effectively and efficiently with limited supervision.
- Ability to cope with high and varying workloads.
- Desire to promote quality childcare and education.
- Reliable and caring.
- High level of communication skills, verbal, written and inter-personal.
- Strong yet humane leadership ability.
- Positive self-concept.
- Dedicated to developing a harmonious team environment, incorporating leadership based on respect, understanding and effective communication.

Qualifications Required

- Diploma in Children's Services, Diploma in Montessori Studies
or equivalent
- Senior First Aid or BELS
- Child Safe Environments –Reporting Child Abuse and Neglect