

# Education Officer (Child and Family Learning Centre)

STATEMENT OF DUTIES

MAY 2017

Number	Generic
Portfolio	Schools and Early Years
Branch	Child and Family Learning Centres
Section/Unit/School	Specified Child and Family Learning Centre
Supervisor	Centre Leader, Child and Family Learning Centre
Award/Agreement	Teaching Service (Tasmanian Public Sector)
Classification	Band 1, Level 1-13
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, up to 52 weeks per year including 4 weeks annual leave, non-school conditions.
Location	Statewide

## Primary Purpose

To develop, implement and manage appropriate educational opportunities and quality early learning environments, to achieve learning and developmental outcomes. To assess individual progress for children aged birth to five through observation, intervention, and modelling. To guide, lead and assist in the formulation of CFLC programs; aligning these with the Early Years Learning Framework. To liaise with, and collaborate where appropriate, with schools and the early years teaching teams to provide strong continuity of educational provision for successful transitions to school.

## Level of Responsibility/Direction and Supervision

Responsible for the successful development and implementation of activities, processes, and strategies according to the departmental and CFLC frameworks. The occupant is responsible for completion of assigned duties and associated child and family activities undertaken at the Centre, and active contribution to overall improvement of centre quality. Receives broad direction, guidance, and supervision from the Centre Leader.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Undertake a range of learning and assessment activities for children as directed, including:
  - Promoting the health and wellbeing of student and families
  - maintaining a respectful and inclusive learning environment for children and adults, application of suitable behaviour management strategies for children; and
  - appropriate use of relevant and age-appropriate learning resources.
2. Prepare and implement appropriate learning opportunities, including assessing outcomes of activities and where needed, adjust program design.
3. Participate as a member of the CFLC team and contribute to general centre activities, including the development, implementation, and evaluation of the Departmental strategic, operational and improvement plans.
4. Develop and implement flexible teaching and learning strategies and processes to embed the elements of the Early Years Framework, tailored to the needs of individual children.
5. Liaise and consult with a wide range of stakeholders and working groups, including staff, parents and children, schools, government and non-government organisations, departmental Learning Services, community associations, bodies, and representatives.
6. Provide relevant advice, information and referral pathways to parents or guardians to support child learning and development.

7. Participate in personal professional development and assist the Centre Leader to support the CFLC staff/services to build a strong understanding of educational practice in the early years.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Evidence of well-developed and current knowledge of early childhood development, curriculum content and teaching methodologies.
2. Demonstrated interpersonal and communication skills with children, parents, and peers.
3. Demonstrated skills of flexibility, adaptability as well as a high degree of motivation and a commitment to collaborative working partnerships.
4. Commitment to the principles of equal opportunity in education for all children and families.
5. Understanding of, and ability to, effectively implement operational policies and procedures as part of an integrated team.
6. High level oral and written communication, and interpersonal skills.
7. Highly developed time management and organisational skills, and the ability to manage competing priorities.
8. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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**Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Qualifications as established by the Teaching Service (Tasmanian Public Sector) Award.

**Desirable**

- Specific Early Childhood Education qualification.

## Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** : 964915 – Manager Vacancy and Staffing Services –  
September 2017

Date Duties and Selection Criteria Last Reviewed: DRL 10/15

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