



Job Description

Early Childhood Educator (Certificate 3)

Job Number	7213
Grade	Early Childhood Educator (Certificate 3)
Engagement type	Casual
Location	Canberra, ACT
Immediate manager	Assistant Director, Early Childhood Services
Branch	AIS Operations
Security Clearance	Not required
Date of Effect	29 June 2023

Sport has a place for everyone and delivers results that make Australia proud

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport at all levels. Our role is to increase involvement in sport and enable continued international sporting success through leadership and development of a cohesive and effective sports sector, targeted financial support and the operation of the Australian Institute of Sport (AIS).

Sport drives all we do at the ASC, including our culture. We are committed to building a culture we can all be proud of, one that is based on our values of Respect, Integrity, Teamwork, and Excellence. From grassroots sport to elite international competition, we recognise the role sport can play in engaging every Australian. The actions we take to achieve our vision for reconciliation is outlined in our [Innovate Reconciliation Action Plan \(RAP\)](#).

The Role

Provide high education and care for children aged from birth to 5 years that meets their holistic needs through planning and implementing a comprehensive and non-discriminatory program in collaboration with other team members.

1. Under direction from team managers, deliver the Section/Program operational agenda to achieve business outcomes. This includes:
 - Undertake a range of activities or tasks in the provision of a high quality education and care program to children which meets their individual needs.
 - Create a safe, supportive, stimulating and educational environment for children.
 - Develop and maintain positive relationships with children and families.
 - Work within legislative requirements.
2. Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC.

Key Capabilities

- Certificate 3 in Children's Services (completed or actively working towards)
- Current First Aid Certificate, Anaphylaxis and Asthma Management training
- Demonstrated experience in early childhood education and care would be an advantage

The Team

- The Cottage is a 48-place childcare facility. It has been established to provide high-quality care in an environment that is welcoming, nurturing and educational. The Cottage has three playrooms and two separate playgrounds. Ten full-time places are available for children aged 0 to 18 months, 15 places for children aged 18 months to three years and up to 23 places for children aged three to five years.

Employment Requirements

- The successful candidate will be subject to a National Police Criminal History Check and an International Police Criminal History Check if they have resided overseas for a period of 12 months or more in the last 10 years.
- The ASC's Child Safe Commitment provides insight into how seriously the organisation takes its responsibility to provide an environment that is caring, nurturing and safe. It is an essential requirement that all ASC employees obtain and maintain an active clearance/s to work with children.
- This position requires/may require weekend work, or outside ordinary work hours. Staff are expected to work shifts between 7.30 am and 6 pm, to accommodate the hours of operation of the centre, and to attend staff meetings out of working hours.
- Physical skills to carry out the tasks of the position, including actively engaging with children at their level in a range of environments and meeting children's physical care needs.