



District Council of Coober Pedy

APPLICANT PACK CERTIFICATE III QUALIFIED EDUCATOR Casual

District Council of Coober Pedy

Phone (08) 8672 4600

Email: recruitment@cpcouncil.sa.gov.au

PO Box 425

Coober Pedy SA 5723

Contact

Mini Gems Children's Centre Manager

District Council of Coober Pedy

(08) 8672 4623

Application Guidelines

Thank you for your interest in applying for a position at the District Council of Coober Pedy. The following information is provided to guide you through the recruitment and selection process.

How to apply

To be considered for positions at Council, applications must be received by the nominated closing time and date and include the following documents:

Cover Letter

Please provide a letter which introduces yourself and the position you wish to apply for.

Statement Addressing Key Selection Criteria

You must provide a statement addressing the key selection criteria as outlined in the position description. You will find these at the end of this document. It is important that you demonstrate clear connections between your qualifications, experience, skills and knowledge against these criteria.

Current Resume

Please provide a copy of your current resume, outlining your employment and educational history, experience, skills and knowledge.

Referees

The names, telephone numbers and email addresses of two contactable, professional (work-related) referees must be provided. If you do not wish to list referees within your application, please ensure you have them available if you are successful in being shortlisted for an interview.

Submitting your application

Your application needs to be submitted as 3 separate documents.

- Cover letter
- Separate statement addressing the key selection criteria
- Resume including reference information

Please do not present applications in folders, or as bound documents.

Submit your application by:

E-mail (preferred):	Post:	In person:
recruitment@cpcouncil.sa.gov.au	Mini Gems Children's Centre Manager District Council of Coober Pedy PO Box 425 COOBER PEDY SA 5723	Council Administration Offices Hutchison Street COOBER PEDY SA 5723

The Process

Equal Employment Opportunity

The District Council of Coober Pedy is an equal opportunity employer. Council is committed to providing a safe, harmonious and productive working environment for all employees. We ensure fair, equitable and non-discriminatory consideration is given to all applicants. We exercise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Notifications and Timeframes

All applications received via e-mail will receive confirmation that they have been received. As a guide, the short-listing of candidates is usually completed within approximately one week of the closing date. You will receive either a phone call inviting you to attend an interview, or an email advising that you were unsuccessful, within two weeks of the closing date.

The Interview

If you are invited to attend an interview, the interview panel will generally consist of three people and go for approximately 45 minutes to one hour, dependent upon the position. Interview questions will be consistent for each applicant. Whenever practicable, applicants will be interviewed in person; however, interstate applicants may have an initial interview via telephone or video conference. Please bring proof of meeting mandatory skills and qualifications identified in the position description to the interview for sighting by the panel. A National Police Certificate, no less than 6 months old, will also be required for sighting prior to any offer of employment being made. People with disclosable court outcomes are not automatically disqualified from the recruitment process.

The panel will inform you at the interview when they expect to be in touch with you regarding the outcome of your interview.

Qualifications

If you attend an interview, please bring original documentation supporting the qualifications outlined in your resume. If you are the successful applicant, you will be required to submit copies of all documents relating to your qualifications to Human Resources, for placement on your personnel file.

After the interview

The successful applicant will be notified by phone to progress to the next stage of the recruitment process. A commencement date and other conditions of employment will be agreed on and a letter of offer will be sent to confirm the terms and conditions of your employment.

The unsuccessful applicants will be advised via telephone or email of the selection panel's decision. Unsuccessful applicants can contact the Chairperson of the selection panel for feedback on their application and interview, however Council reserves the right not to give feedback to applicants.

Pre-Employment Checks

Pre-employment medical examinations, police checks or working with children checks may be required for certain positions within Council.

Pre-Requisites for Employment

It should be noted that successful applicants may be required to provide proof of eligibility to work in Australia prior to commencement of duties. This may be in the form of a passport or birth certificate identifying Australian citizenship or a valid work visa.

Pre-Employment Health Declaration

The successful applicant will also be required to complete the District Council of Coober Pedy's "Medical Questionnaire" Form. This formally notifies Council of any pre-existing injury or disease that the incumbent has suffered that could be affected by the nature of the proposed employment. Failure to make a disclosure, or making a false or misleading disclosure, may disqualify the incumbent from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to the nature of their employment with the District Council of Coober Pedy pursuant to the Return to Work Act 2014.

Probationary Period

New employees at Council will be required to complete a three-month probationary period. During this probationary period, you may be involved in periodic reviews to ensure that you are carrying out the responsibilities of your position to the required expectations. Subject to performance review, the probation period may be extended by an additional three months. The reviews will also give you the opportunity to openly discuss any concerns you may have with your supervisor.

Induction Process

The successful applicant will be required to fully complete the induction process provided by Council.

Information Privacy and Confidentiality

All information acquired is treated confidentially, in accordance with the Privacy Act 1988 (Cth). The personal information supplied as part of your application is collected by the District Council of Coober Pedy for recruitment and selection purposes and will be used solely by Council for the primary purposes it was collected.

Unsuccessful applications and assessments will be destroyed after 18 months of the appointment of the successful applicant.

If you have any further questions, please do not hesitate to contact the Recruitment on (08) 8672 4600 or via e-mail recruitment@cpcouncil.sa.gov.au.



District Council of Coober Pedy

Advertisement

Certificate III Qualified Educator

About your opportunity

Council is seeking a dynamic, dedicated and creative early childhood professional to join our team of qualified and experienced educators. The successful applicant will be responsible for the provision of high-quality early childhood education and care programs, that meet the needs of the children and support their learning in accordance with the Early Years Learning Framework.

The successful applicant will be valued for their contribution to Service practices, philosophy, and educational programs in a supportive working environment.

You will also be asked to provide a current National Police Certificate (no older than 6 months) and a Working with Children Check as part of the conditions of employment.

What we offer you

This position is available on a casual basis.

This position is classified as General Level 2.1 – Entry Level under the South Australian Municipal Salaried Officers Award.

In addition, superannuation is paid in line with the Superannuation Guarantee.

Applications close

The application will remain open until the position is filled.

How to apply

All potential applicants are required to obtain an Applicant Pack prior to applying for this role. Copies can be downloaded from Council's website at www.cooberpedy.sa.gov.au or by phoning (08) 8672 4600. Your application needs to be submitted as 3 separate documents - Cover letter, Separate statement addressing the key selection criteria and Resume including reference information.

Applications should be addressed to the Mini Gems Children's Centre Manager. You can post your application to PO Box 425, Coober Pedy SA 5723 or email to recruitment@cpcouncil.sa.gov.au.

If you have any further questions, please do not hesitate to contact the Mini Gems Children's Centre Manager on (08) 8672 4623 or via email recruitment@cpcouncil.sa.gov.au.



District Council of Coober Pedy

POSITION DESCRIPTION

TITLE	CERTIFICATE III QUALIFIED EDUCATOR
AWARD	South Australian Municipal Salaried Officers Award
LEVEL	Level 2.1 – Entry Level
SALARY	\$49.0461 per hour with Casual Loading
STATUS	Casual
DEPARTMENT	Mini Gems Childcare Centre
SUPERANNUATION	Paid in line with the Superannuation Guarantee
APPROVED BY	Chief Executive Officer
SIGNED AND DATED	<i>[Signature]</i>

Notes:

- Unless otherwise stated, references to the Act means the Local Government Act 1999.
- References to management means the CEO and Managers.

DISCLAIMER: This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

1. SUMMARY OF POSITION

The Certificate III Qualified Educator will participate in, and contribute to, high quality educational programs for young children and their families.

To work as part of a team in accordance with legislative requirements and District Council of Coober Pedy policies and procedures.

1.1. Qualifications

- (a) Current Working with Children Check (WWCC).
- (b) Police Criminal History Check.
- (c) Certificate III of Early Childhood Education and Care
- (d) Current First Aid and CPR.
- (e) Current Asthma and Anaphylaxis certification.
- (f) Current Child Safe Environment certification.

1.2. Experience

At least one year of experience in a similar role.

2. ORGANISATIONAL RELATIONSHIPS

Certificate III Educator reports to the Mini Gems Children's Centre Manager.

3. KEY POSITION RESPONSIBILITIES AND DUTIES

3.1. General

- (a) Assist in the development and implementation of high-quality educational programs for groups of children and for individual children.
- (b) Assist in the implementation of the Australian Early Years Learning Framework (EYLF).
- (c) Support the engagement and learning of all children through intentional teaching and sustained conversations based on children's interests.
- (d) Actively support every child to participate in the program and assist in ensuring that the program promotes children's agency, choices and influence.
- (e) Assist in the documentation of children's learning in accordance with the service philosophy and the learning outcomes.
- (f) Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.

3.2. Safe Environment for Children and Staff

- (g) Ensure all procedures required by the Education and Care Services National Law Act (2010) and The Education and Care Services National Regulations (2011), the National Quality Framework (NQF); and the Children's Services Act 1996 and Regulations 2009 (as applicable to the service type), the District Council of Coober Pedy Policies, are adhered to.
- (h) Maintain a safe and stimulating environment through active supervision, regular

safety checks of equipment, and the organisation of clean, orderly, and engaging learning spaces.

- (i) Report concerns regarding legal requirements, policies, procedures or work practices to the Centre Manager or delegate.
- (j) Immediately report any risks to children's health, safety, or wellbeing—including accidents, incidents, or signs of illness to the Centre Manager or delegate and document them in accordance with service procedures.
- (k) Notify the Centre Manager or their delegate promptly if a parent or guardian needs to be contacted to collect their child or seek medical attention.

3.3. Liaison with Families and Staff

Families

- (a) Communicate regularly with families to share their child's positive participation, learning, and achievements within the centre.
- (b) Respect and respond sensitively to the diverse parenting styles, cultural backgrounds, and values of all families.
- (c) Communicate relevant information from families about each child's needs and interests to support collaborative and consistent practice among educators.
- (d) Refer any family concerns or issues to the Mini Gems Childcare Centre Manager in a timely and professional manner. Share with parents on an ongoing basis their child's positive participation in the centre.

Staff

- (a) Support all educators to ensure the effective day to day functioning of the centre.
- (b) Foster a positive, supportive, and collaborative team environment where professional relationships can grow and contribute to a strong centre culture.
- (c) Communicate any operational issues or challenges to the Centre Manager or delegate in a timely manner.
- (d) Actively participate in the ongoing review and implementation of the centre's Quality Improvement Plan (QIP) to support continuous improvement.

3.4. Administration

- (a) Assist in the maintenance of curriculum documentation, group and individual children's learning records.
- (b) Assist in completion of accident/illness records, attendance records, medication records and document and report any concerns in relation to a child's health and well-being, as per centre procedures.
- (c) Perform a range of duties that support the smooth day-to-day operation of the centre, including maintaining cleanliness and organisation of learning spaces and resources.

3.5. Efficiency and Effectiveness

- (a) Encourage innovation and best practice in the directorate and wider organisation.

- (b) Continually monitor the effectiveness of directorate services and participate in organisation-wide service reviews.
- (c) Monitor, and make recommendations regarding, new developments in technology to aid in organisational efficiency and effectiveness.
- (d) Any training required will be provided.

3.6. Relationships with External Parties

- (a) Maintain high standards of communication (including timeliness, accuracy, professionalism, courtesy and impartiality) with ratepayers, customers, management, employees, members of the Council, and external organisations.
- (b) Maintain appropriate associations with professional bodies and encourage directorate staff to do the same, to ensure awareness of contemporary practices and policies.
- (c) Comply with Council's Code of Conduct for Employees at all times.
- (d) Adhere to and actively promote a culture of inclusion.

4. WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- (a) Adhere to safe working practices and exercise reasonable care at all times to protect your own health, safety and welfare, and that of others.
- (b) Obey all reasonable and lawful instructions to protect your own personal health and safety, and that of others.
- (c) Do not come to work affected by alcohol or drugs.
- (d) Ensure that equipment is used correctly at all times.
- (e) Report any workplace health and safety risks or concerns to the CEO or a WHS representative as soon as possible.

5. ACCOUNTABILITY AND PERFORMANCE

The Certificate III Qualified Educator is accountable for:

- (a) Meeting the Objectives and Key Responsibilities and Duties outlined in this position description; and
- (b) Achieving the agreed annual performance objectives.

6. KEY SELECTION CRITERIA

- (a) Understanding of early childhood nutrition, dietary guidelines, health and hygiene of a kitchen as per regulatory and company guidelines.
- (b) Certificate III in Early Childhood Education and Care as recognised by ACECQA.
- (c) Current First Aid and CPR.
- (d) Current Asthma and Anaphylaxis certification.
- (e) Current Child Safe Environment certification.
- (f) Previous practical experience in early childhood education and care settings.
- (g) A genuine passion for early childhood and young children's education.

- (h) A current understanding and knowledge of EYLF.
- (i) A commitment to continuous learning, best practices and achieving high-quality service delivery.
- (j) Working knowledge of the National Quality Framework and Standards.
- (k) Strong written and verbal communication and organisation skills.
- (l) Ability to build positive relationships with families, children and colleagues.
- (m) Applicants must have the right to work in Australia and be able to provide evidence upon request.

20260430 - Casual Cert III Qualified Educator Mini Gems DCCP Applicant Pack - Updated

Final Audit Report

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