Port Augusta
CITY COUNCIL

Port Augusta City Council

POSITION DESCRIPTION



A new career waits for you...

APPLY NOW

EMPLOYMENT OPPORTUNITY

Port Augusta City Council

A new career is waiting for you…

UNTRAINED EDUCATORS

Port Augusta Childcare Centre
Casual

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

THE ROLE

Assist in providing high quality care and education to children aged 6 weeks to 8 years by collaborating in the implementation of programs based on Department of Education and Child Development Regulations and Australian Children's Education and Care Quality Authority's National Quality Framework.

The successful applicant will have:

- Communicate and interact effectively with children, families and workers
- Identify and record individual children's developmental needs
- Awareness and developing knowledge of child development and childcare practices
- Experience working with children

The Position Description is available from Council's website www.portaugusta.sa.gov.au with enquiries to Jodie Fry, Manager Port Augusta Childcare Centre on 8642 5702.

Applications must address the specified personal criteria in the position description. Applications are to be submitted to the Human Resource Officer, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to admin@portaugusta.sa.gov.au

Application closing date 5:00pm, Friday 04 December 2026.

JOHN BANKS
CHIEF EXECUTIVE OFFICER
PORT AUGUSTA CITY COUNCIL

Port Augusta
CITY COUNCIL

POSITION DESCRIPTION

OUR STRATEGIC VISION

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

TITLE:	Untrained Educator
LEVEL:	Level 1A (General Officer)
STREAM:	South Australian Municipal Salaried Officers Award
DEPARTMENT:	Community Services

POSITION OBJECTIVE:

Assist in providing high quality care and education to children aged 6 weeks to 8 years by collaborating with Early Childhood Teacher/Trained Educators in the implementation of programs based on Department of Education and Child Development Regulations and Australian Children's Education and Care Quality Authority's National Quality Framework.

1. REPORTING RELATIONSHIPS

This position reports to the Port Augusta Childcare Centre Manager and the Early Childhood Teacher/Team Leader within each section.

2. POSITION DETAILS

- Collaborate, assist and support Early Childhood Teacher/Trained Educators in the implementation of programs for children, including the accurate recording of children's development.
- Liaise with Early Childhood Teacher/Trained Educators and Team Leaders in contributing to holistic learning outcomes for individual and groups of children.
- Support all children in an inclusive manner to participate in the program, building on their ideas, knowledge, abilities, culture and interests.
- Promote healthy eating and physical activity within the daily program for each child.
- Contribute to an inclusive environment that promotes competence, exploration and learning through play.
- Contribute to the maintenance, set up and safety of the indoor and outdoor physical environments.
- Ensure that facilities are well maintained, clean, tidy and visually appealing.
- Assist children with personal hygiene e.g. hand washing, feeding, sleeping, nappy changing, toilet training.
- Assist in general cleaning and maintenance of the Centre e.g. laundry duties, raking leaves, weeding, watering.
- Work as part of a team to enhance children's learning and development and ensure their safety and wellbeing.
- Work collaboratively to affirm, challenge, support and learn from colleagues, to further develop skills and improve practice and relationships.
- Encourage family and community involvement in the Centre and ensure a quality service is available.
- Develop and maintain respectful and supportive relationships with families.
- Support and respect families in their parenting role and their values and beliefs about childrearing.
- Contribute to collaboration with other organisations and services to enhance children's learning and wellbeing.

- Liaise with internal and external stakeholders including but not limited to Family and Youth Services, allied health professionals, suppliers of equipment and resources.

- Responsible for the accurate completion of timesheets, communication book, reports and attendance records as directed.

- Work with educators including to provide a caring environment.

- Promote and encourage a continual improvement in performance and the work environment.

- Carry out general duties as required supporting the operation of the Port Augusta Childcare Centre daily activities as required.

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.

- Promote an environment of team participation and actively contribute to staff meetings.

- Positively contribute to creating and maintaining a healthy, respectful and sustainable working environment.

- Be available between the hours 7.30am – 5.45pm daily.

3. PERSONAL CRITERIA

3.1 Skills

3.1.1 Communicate and interact effectively with children, families and workers in a positive and respectful manner.

3.1.2 Ability to identify and record individual children's developmental needs.

3.1.3 Implement programs in collaboration with Early Childhood Teacher/Trained Educators.

3.1.4 Awareness of symptoms of illness in children and ability to follow appropriate procedures.

3.1.5 Demonstrated ability to maintain confidentiality and discretion.

3.1.6 Work effectively in a team environment and encourage a team approach.

3.2 Knowledge

3.2.1 Awareness and developing knowledge of child development and childcare practices, including gender equity and anti-bias curriculum.

3.2.2 Understanding of the following:

- Children & Young People (Safety) Act 2017 & Child Safety (Prohibited Person) Act 2017
- Australian Children's Education & Care Authority National Quality Framework
- Early Years Learning Framework
- Department of Education & Child Development (DECD) Regulations
- Port Augusta Childcare Centre's Policies and Procedures

3.3 Experience and/or Qualifications

3.3.1 Demonstrated experience working with children.

3.3.2 Possess or be actively working towards a minimum of Certificate III in Early Childhood Education and Care or willing to enrol in an approved course with 3 months.

3.3.3 Provide Emergency First Aid in a Childcare Setting.

3.3.4 Responding to Abuse and Neglect (RAN).

4. WORK HEALTH & SAFETY RESPONSIBILITIES

As an employee within Council you will lead by example and ensure compliance to the WHS Legislation, Australian Standards, Codes of Practice and Council Policies and procedures.

You will hold Council and your team accountable to the same standard expected of yourself and manage accordingly.

Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.

5. SPECIAL CONDITIONS

- Applicants must be authorised to work in Australia at the time of application and for the duration of the employment
- Ongoing employment is conditional upon the Port Augusta City Council operating the Port Augusta Childcare Centre.
- Successful medical clearance prior to commencement of employment.
- Successful completion of a three month probation period from commencement of employment.
- Working with Children Screening clearance through the Department of Human Services (DHS) prior to commencement of employment and within every five years during employment.
- Must be prepared to undertake training from time to time including after hours if appropriate and off-site training if required.

- Must be fully vaccinated against Covid-19.

6. CONFIDENTIALITY

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.

6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.

6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.

6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.

6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

7. ACCOUNTABILITY

7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.

7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.

7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.

7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council's WHS & Legislative – Position Responsibilities Register.

8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision. As an employee you will play a key role in demonstrating these values:

- *Respect and Social Cohesion*
  Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.

- *Optimism and Confidence*
  We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.

- *Courage*
  We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.

- *Leadership*
  We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through our Professional Development Review process.

9. ACKNOWLEDGEMENT

Employee Name: _____

Signature: _____

Date: _____

Human Resources Department Use Only

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy: AR26/63362

Position Description Prepared 20/11/2026