

# Position Description

## School Based Trainee



<b>Position:</b>	School Based Trainee (534)
<b>Division</b>	Early Childhood
<b>Band/Grade:</b>	Local Government (State) Award: Trainee Band 1 - 4
<b>Reports to:</b>	Manager Children Services
<b>Location:</b>	Gwydir Daycare & Preschool, Orana Avenue, Moree
<b>Reviewed:</b>	October 2025

## POSITION PURPOSE

The School Based Trainee (SBT) based at Gwydir Day Care and Preschool supports the delivery of high-quality early childhood education and care within a nurturing and inclusive environment. This entry-level position combines formal study with practical, on-the-job learning to develop foundational skills in supporting children's learning, wellbeing, and development. The role contributes to creating safe, engaging, and developmentally appropriate learning environments where children feel valued, respected, and inspired to grow. The SBT provides hands-on assistance to educators and supports Council's commitment to excellence, safety, teamwork, and community pride through the delivery of quality early childhood programs.



## KEY DUTIES AND RESPONSIBILITIES

1. Actively work towards completing your Certificate III in Early Childhood Education and Care.
2. Support educators in providing a safe, engaging, and nurturing learning environment for children.
3. Assist with daily routines, activities, and experiences that promote children's wellbeing, learning, and development.
4. Contribute to the delivery of quality education and care in line with the National Quality Standard and Early Years Learning Framework.
5. Communicate respectfully and positively with children, families, and team members.
6. Maintain a clean, organised, and inclusive environment that supports children's learning, development and safety.
7. Demonstrate teamwork, reliability, and pride in representing Council and Gwydir Day Care and Preschool.

*\*Please note duties and responsibilities may vary from time to time as operational needs arise, on direction from the Manager.*

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### **Behaviours and personal attributes:**

- Caring and compassionate
- Reliable and punctual
- Team oriented
- Respectful and professional
- Eager to learn

### **Key relationships**

- Manager Children Services, Early Childhood Teachers, Group Leaders and Childcare Assistants
- Gwydir Daycare & Preschool Parents and Children
- Internal and external stakeholders including training providers.

## **SELECTION CRITERIA**

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### **Essential Criteria:**

1. Enrolled to commence Year 11 studies in a Moree Shire-based high school in 2026, with satisfactory academic results that demonstrate the literacy and numeracy skills required to successfully complete the study components of the Certificate III qualification.
2. A genuine interest in Early Childhood Education and Care, with the commitment to complete a Certificate III qualification and a minimum of 800 hours of on-the-job training.
3. Ability to communicate positively and effectively with both adults and children.
4. Demonstrated organisational and time management skills, with the ability to work collaboratively as part of a team while maintaining confidentiality.
5. Willingness to follow safe work practices and contribute to a supportive, inclusive and child-focused environment.

### **Required tickets, licences and/or qualifications:**

1. Working with Children Check – if aged 18 years or older.
2. Class C/Learners/Provisional Drivers Licence – if under age 16 you must be willing to obtain your Learners once you are eligible.
3. Current First Aid Certificate (Childcare First Aid - HLTAID012) – or willingness to obtain.

### **Pre-employment checks:**

1. Pre-employment medical which may include drug and alcohol testing.
2. Verification of immunisation history – including evidence of immunity against Hepatitis A, Hepatitis B, and Tetanus, and maintain currency throughout employment.

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### COUNCIL ACCOUNTABILITIES

- To comply with legislative requirements.
- In accordance with the Workplace Health and Safety Act, employees must take all reasonable care for their own safety and the safety of others in the workplace.
- Comply with Council's plans, policies, procedures and Code of Conduct.
- To understand, adhere and promote Council's Equal Employment Opportunity (EEO) and diversity policies and procedures.
- To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your role.

### COUNCIL VALUES

Moree Plains Shire is a strong, robust community providing a relaxed, healthy and harmonious lifestyle. Our economy supports the local region and preserves the important environmental qualities of our area. We are committed to playing our role in helping build the community we want for our future and leading the way in fostering a healthy, positive and well-resourced community.

<b>S</b>	<b>H</b>	<b>A</b>	<b>R</b>	<b>P</b>
<b>Safe</b> Prioritise the safety of our team members, contractors, community and environment.	<b>Helpful</b> Take the initiative to help. Offer solutions. One team.	<b>Accountable</b> Take ownership. Have the courage to call things out. Keep others accountable.	<b>Respectful</b> Mutual Respect. No time for disrespect.	<b>Productive</b> Push for results. Drive with urgency. Focus on quality.

These behaviours, in combination with further expectations and requirements outlined in Moree Plains Shire Council's internal Policies and Code of Conduct, apply to all employees of Council.

### ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description and my delegations. As the incumbent, I agree to work in accordance with the position requirements and will abide by Council's policies, procedures and values. I understand this role description is designed to guide the responsibilities and activities undertaken and acknowledge the organisation, in response to changing priorities, may vary responsibilities from time to time.

Signature:

Date: