

# Early Childhood Educator Certificate III

<b>Directorate:</b>	<b>Department:</b>
Community Services	Community Services
<b>Position Number:</b>	<b>Band/EA Classification:</b>
	3
<b>Reports To:</b>	<b>Direct Reports:</b>
Program Leader/Team Leader - Hubs	Nil

## What we trust you to deliver

Support Educators in preparing and implementing an educational program for children aged 0 – 6 years within the guidelines of the National Quality Framework. To contribute ideas and observations to the program and to work using family centred practice with children and families.

Work collaboratively with their colleagues in the Hubs and others in the Family & Children’s Services Team and across Council.

Uphold Council’s commitment and legal responsibilities in ensuring children are safe in our community and organisation through complying with, promoting and advocating for Child Safe practices. This includes the Victorian Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedure.

## What you will need to thrive

The following are the core competencies required to undertake the key responsibilities of the Early Childhood Educator (Cert III) role and are the primary basis for selection:

- Demonstrated ability to actively support the implementation and evaluation of an inclusive child-centred play based program which supports children’s strengths, interests and cultural background.
- Demonstrated ability to work independently and as part of a team to support children and families.
- Knowledge of child development and positive behaviour management strategies.
- Understanding of Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010 and knowledge of privacy requirements for families and children.
- Demonstrated effective communication and interpersonal skills with children, families and professionals.
- Demonstrated time management and computer skills.

## What success looks like

The following Key Responsibility Areas indicate what the position is directly held responsible for producing/achieving.

### Early Childhood Education

- Work in collaboration with Educators and F&CS colleagues to provide and promote a high quality education and care service to the children and families;
- Understand and implement Knox City Council Policies and Procedures and Knox Early Years Policies and Procedures including the requirements of the Child Safe Standards, the Australian Early Childhood Association Code of Ethics, the Education and Care Services National Law and the Education and Care Services National Regulations role; the National Quality Standards and the National and Victorian Early Years Learning and Development Frameworks;
- Work in collaboration with Educators and F&CS colleagues to assist in the provision of inclusive and culturally appropriate children's education and care programs;
- Prepare and maintain equipment, ensure building and playground is in good order, provide a safe, healthy and stimulating environment for children, contractors, visitors and yourself;
- Recognise the rights and privileges of a child for special safeguards, legal or otherwise, to protect their wellbeing. Be familiar with child safe standards, child protection protocols and procedures and undertake regular training;
- Respect and maintain the confidential nature of all information about children, parents and families;
- Contribute to plan and provide a stimulating range of age appropriate experiences and activities to promote the physical, emotional, social, and cognitive development of each child;
- Work with children using family centred practice, child focused and strength based practice;
- Under the direction of the Leadership Team work across Council Early Years Education and Care services within the municipality. This may include shared / collaborative (team) work; and
- Provide an excellent service to all external and internal customers.

### Team

- Effectively work in an integrated, collaborative way focusing on systems, processes, team culture and professional practice with others across F&CS Team and Council to maximize the benefits and outcomes for children and families in the Knox community. Success is described "how children and families experience us as One Team and how we experience each other as One Team".
- Attend initial orientation training and ongoing professional development training.
- Attend and contribute to staff meetings, in-services and professional development sessions as required-
- Actively participate in the Early Education and Care Services program including:
  - Attending training/staff meetings on a regular basis;
  - Attending training related to the Early Years National Quality Framework, National and Victorian Early Years Learning Frameworks; and other early years childhood related topics.
- Participate in the ROADMap process (Knox's approach to performance, development and review discussions). This involves planning and agreeing work and skill development objectives, and reviewing and assessing achievements on a regular basis.
- This role may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training.

---

### The expertise you bring (including qualifications and experience)

- Minimum Certificate III in Children's Services.
- A current level two First Aid Certificate, Anaphylaxis Management and Emergency Asthma Management.
- Experience in Early Childhood services.

## Key competencies

Customer focus	Instils trust	Collaborates	Interpersonal savvy
Communicates effectively	Situational adaptability	Being resilient	Values differences

## OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights

- Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental health injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.

## Who you will work with:

Internal:	External:
<ul style="list-style-type: none"> <li>• Program Leader –Hubs (upline)</li> <li>• Hubs Leadership Team; educators and staff</li> <li>• Hubs Early Childhood Educators, Early Years Support Officers and Centre Cooks</li> <li>• Family and Children’s Services Staff</li> <li>• Other Council departments, including but not limited to Information Technology, Strategy People and Culture, Facilities and Communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Clients – Children and Families</li> <li>• Government departments and agencies: Department of Education and Training (DET), Department of Health and Human Services (DHHS), Australian Children’s Education and Care Quality Authority (ACECQA).</li> <li>• Local Schools and Community services</li> <li>• Relevant agencies and associations including Early Childhood Intervention Agencies, Community agencies, Child Protection, Community Child Care, Family Support Services.</li> </ul>

## Accountability and extent of authority

- Specific guidelines and works under general supervision
- Freedom to plan work at least several days in advance
- Effect of actions taken is usually limited to a local group or function

## Judgement and decision making

- Procedures well understood and clearly documented
- Selection from a limited range, recurring work situations
- Guidance and advice is always available

## Specialist Skills and Knowledge

- Limited degree of skill
- May require understanding of organisational context - including relevant policies and procedures

## Management Skills

- Basic skills in managing time, planning and organising own work
- Guidance, advice and training of other staff in routine matters

## Interpersonal Skills

- Oral and written communication with clients, employees and members of the public, and in resolving minor problems

## Inherent Requirements

The inherent requirements of the role are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

All requirements are subject to Council's obligations under applicable legislation (including anti-discrimination, occupational health and safety and accident compensation legislation) and the provision of all reasonable adjustments to those requirements (e.g. aids and appliances) as required from time to time.

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
<b>Passive</b>				
Sitting - counter / desk		X		
Sitting – vehicle	X			
Operating telephone / computer		X		
Writing / reading			X	
<b>Manual Handling</b>				
Bending / twisting Spine			X	
Working with one or both hands above shoulder height	X			
Lifting (5kg or under p/item)			X	
Lifting (5kg or over p/item)		X		
Requiring low/light application of force			X	
Requiring medium to high application of force		X		
Lifting/holding/restraining children			X	
Exerting force in an awkward posture		X		
Holding & supporting equipment		X		
<b>Agility</b>				
Squatting / kneeling			X	
Looking up / looking down		X		
Reaching forwards or sideways		X		
Gripping or grabbing equipment		X		
<b>Mobility</b>				
Walking / standing- briefly			X	
Walking / standing- extended			X	
Walking on uneven ground		X		

	Unlikely	Possible	Occasionally	Regularly
Climb steps/stairs		X		
Climb ladder		X		
Driving – passenger vehicle	X			
Driving – light commercial (regular drivers licence)	X			
Driving – bus (endorsed licence)	X			
Driving – machinery/heavy commercial	X			
<b>Sensory</b>				
Hearing – face to face / telephone conversations				X
Hearing – working with loud machinery	X			
Visual – read printed material, signage		X		
Visual – computer screen, electronic signs		X		
Visual – driving	X			
Visual – watching with vigilance (e.g. school crossing)			X	
<b>Emotional</b>				
Dealing with complex customers / residents		X		
Supporting dependent persons	X			
Dealing with conflict		X		
Managing complex personal situations		X		
Providing empathy			X	
<b>Work Environment</b>				
Outdoor – exposed to elements, plant & equipment	X			
Confined spaces	X			
Working alone	X			
Working at heights (greater than 2m)	X			
Exposure to extensive dust	X			
Pollen (or other allergens)		X		
Exposure to polluted odours and/or chemicals	X			
Personal waste			X	
<b>Office Use – Pre employment Medical Checks</b>		<b>Office Use – Other Checks</b>		
If selected - Musculoskeletal assessment recommended		If selected – Lone Worker risk assessment recommended		
If selected - Audiology (hearing) assessment recommended			If selected – Vision assessment recommended	

## Conditions of Employment

Conditions of employment are in accordance with the **Knox City Council Enterprise Agreement** and the Knox City Council Code of Conduct. Applicants will require the following:

Satisfactory Police Check	Medical Check	Vision Assessment
Functional Testing	COVID19 vaccination certificate or immunisation history	Working with Children Check

## About Knox

Making a difference to others and our community is at the heart of everything we do at Knox. Future Ready Knox connects our vision, aligns our purpose with values, strategy and people experience. We all have an important role to play, in working together we will achieve all we aim for and more.



## Our Values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, inspire us to bring our whole selves to work and create a shared understanding to align the way we work with our vision and purpose.



Make a difference daily



Inspire and facilitate success



Think big act bold

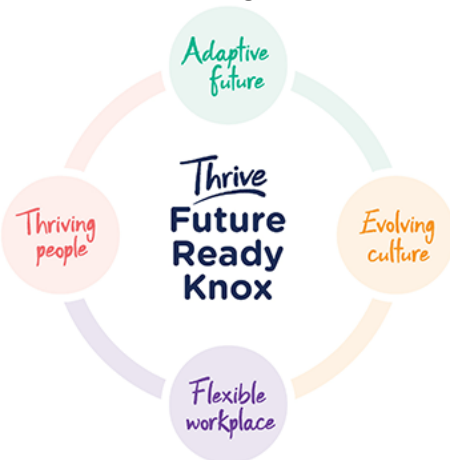


Do what is right (not what is easy)

## THRIVE: Our Future Ready Knox Strategy

The world we live in is changing, placing ever more focus on people and what it means to be human.

It is time we reimagine the future of work and adapt how we lead our changing business, so we evolve and remain purposeful for our residents, our community and our City. We all have capacity to adapt and evolve. It is through harnessing our changing skillsets and mindsets, and working and learning together that we will bring out the best in each other and create a future we can all feel good about.



### Adaptive future

We will pursue the future with a clear strategy of excellence and service. We will never stop learning and growing. We will be a resilient, adaptable and sustainable workplace comprised of thriving people working together to fulfil our core purpose: empowering our diverse community to thrive and prosper.

### Evolving culture

We strive to be an agile organisation built on a foundation of psychological safety and trust in our leaders, our teams and ourselves. We will be defined by our love of learning, innovation and growth. We will be led by wholehearted humans who bring out the best in our people and drive collective ownership of our vision, strategy and values. This will ensure we respond, adapt and thrive in a rapidly changing world.

### Flexible workplace

We will thrive in our inclusive and connected workplace, defined by flexible practices and spaces, and enabled by new technologies and business intelligence. These will support our people to explore and adopt new ways of thinking, learning and working that ultimately deliver greater value to our community.

### Thriving people

We will be defined by our resilient, diverse and capable people and will support them to keep growing and leveraging their passions, talents and skills. We will improve the ways we engage and communicate, embrace productive conflict and hold each other accountable for our commitments. We will harness our collective potential to make a difference and create a future we can all feel good about.

Please refer to our website [www.knox.vic.gov.au](http://www.knox.vic.gov.au) for more information about Knox City Council.