



Position Description

Position Title	Early Years Educator (Cert 3)
Position Number	Various
Division	Community Sustainability
Department	Family Youth & Children's
Team	Kingston Family and Children's Centres
Position Status	Part time
Classification	Band 3
Position Reports to	Education and Care Leader
Position Supervises	Nil
Date Reviewed	May 2024

Position Objective

The Early Years Educator provides responsive high quality care and education for children in accordance with the City of Kingston Policies, Procedures, Philosophies, relevant Regulations and Frameworks. Under the guidance of the Education and Care Leader or Kindergarten Teacher contribute to the planning, implementing and evaluating children's learning.

Key Responsibilities

1. Service delivery

- provide a stimulating, enjoyable, caring nurturing and safe environment for children and their families.
- ensure that education and care is provided in accordance with Kingston Early Years Care and Education Policies, Procedures, Philosophies and Practices, the National and Victorian Early Years Learning and Development Frameworks, the National Quality Standards and any other relevant legislation associated with Early Years Care and Education.
- under the guidance Education and Care Leader or Teachers - collaboratively, develop, plan, implement and evaluate the children's learning program
- ensure that all interactions, experiences, activities, routine and events, planned and unplanned are designed to foster children's learning and development.
- work in accordance with the Centre's established guidelines and procedures

2. Children's Health and Safety

- ensure each child's health needs are supported.
- respond to and report and risks or potential risks to children's health and safety in a timely manner
- adhere to and promote and the child safe standards
- promote the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds and safety for children with a disability
- ensure that children are safe and supervised at all times.

- respond positively and consistently to children's individual needs/requirements – diet/allergies, developmental needs etc.
- administer first aid and medication in compliance with procedures and policies. Maintain accurate timely and detailed records of injury/accident/trauma and medication forms.

3. Team Responsibilities

- work collaboratively within a team environment.
- contribute into planning for the delivery of high quality services to children and families
- participate in meetings, professional development and parent meetings.

4. Communication and Engagement

- contribute to the team by utilising effective communication
- participate in the communication with families on a regular basis, using formal and informal opportunities throughout the year, including information about their child's learning and development.

5. Administration Skills

- use digital and computer applications at a competent level.
- contribute to written documentation in relation to children's learning and development.

Position Requirements

1. Accountability and Extent of Authority

- Educators work under guidance and supervision of a more senior staff members.
- the authority and freedom to act in the position is subject to the established guidelines, policies and procedures , relevant regulations and professional standards.
- identify and advise the Early Years Co-ordinator and/or Team Family and Children's Centres of any problems arising, which would affect the Children, regulatory and legal compliance or the smooth running of the service

2. Judgement and Decision Making

The incumbent is accountable for:

- judgement is exercised within the framework of legislation, regulation, the National and Victorian Early Years Frameworks, national Quality Framework and City of Kingston Policy and Procedures.
- exercise discretion in relation to problem solving involving families, children and staff.

3. Specialist Knowledge and Skills

- have sound knowledge of the guidelines and procedures associated with Early Years Care and Education.
- demonstrated ability to work effectively, respectfully, inclusively and responsively with children and families to achieve successful outcomes.
- demonstrated ability to work collaboratively with team members to deliver a program inline with relevant frameworks and quality standards
- experience in individualising programs to meet the individual needs of children, families and communities
- demonstrated initiative, flexibility and openness to change.

4. Management Skills

The following management skills are required:

- demonstrated time management skills to plan and manage work in an efficient and effective manner.
- ability to actively supervise children at all times

- ability to work in a large team environment.
- ability to work with large groups of children

5. Interpersonal Skills

- engage and communicate effectively with children, colleagues, parents, staff at all levels, other professionals and community members.
- effectively manage conflict and escalate to service leaders as appropriate.
- behave in a respectful and professional manner within the workplace.
- maintain confidentiality at all times.

6. Qualifications and Experience

- hold a Certificate III in Children's Services
- demonstrated ability and experience working with and supervising children.
- experience planning, implementing and evaluating a learning environment.
- current "Provide an Emergency First Aid Response in an Education and Care Setting" certificate (HLTAID004) or equivalent.
- Asthma Management Certificate
- Anaphylaxis Management Certificate
- CPR Certificate
- Working With Children Check

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

Values and Behaviours	<p>The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> • Future Orientated • Accountable • Expert • Celebrate • Community Centric • Dynamic
Safe Workplace Actions	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
Policies and Procedures	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
Legislative Framework	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.</p>
Equal Opportunity and Child Safe Standards	<p>The City of Kingston is an equal opportunity and child safe employer. The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at</p>

	<p>their best. Kingston Council values diversity of lived experience and the positive impact this can have on outcomes for the Kingston community and activity supports employees from all backgrounds, identities, and experiences such as Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQA+ communities, culturally and linguistically diverse persons and persons with a disability.</p>
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Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Pre-employment Medical Assessment
- Hold and maintain a Working with Children Check
- Pre-employment health declaration
- Minimum: Certificate III in Children’s Services (in accordance with the relevant legislation associate with Early Years Education and Care)

International Police Checks

Any applicant who has resided in an overseas country for 12 months or more in the last ten years will be required to provide a police check from the country they resided in. Some countries will not release information regarding an individual for personal or third party purposes. Where police records checks cannot be made, the applicant will be required to provide contact details for at least two individuals who personally knew them while they were residing in the other country, to enable Kingston City Council to conduct referee checks. This additional requirement primarily applies to positions in Council’s Aged & Disability Services, Health & Local Laws and Social & Community Services.

Inherent Requirements

Category A – This role has been assessed as a high risk and / or manual handling role. Please refer to the attached Job Task Analysis (JTA) and Pre-Employment Functional assessment (PEF) for further information about the inherent requirements of the role.

Applicants should declare any requirements via the Health Declaration form.

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.