

Early Childhood Educator (Diploma Qualified)

24 October 2023

Position Number

500168

Directorate

Advocacy and Communities

Department

Life Stages

Reports to

Children's Services
Coordinator

Classification

Diploma (EEEE 2020)

Employment Status

Permanent

Location

Employees may be required to work from, or relocate to, any Council work site within the municipality depending on operational requirements.

About the Role

The role of the Early Childhood Educator is to develop and maintain an inclusive pedagogy that fosters a high quality, effective, and efficient Kindergarten service in cooperation with staff and families, Mitchell Shire Council and the Parent Advisory Group (PAG).

Key Responsibility Areas

- Assist to develop and implement a high-quality educational program consistent with the Practice Principles as outlined in:
 - Early Years Learning Framework (EYLF)
 - Victorian Early Years learning and Development Framework (VEYLDF)
 - National Quality Frameworks (NQF)
 - Education and Care Services National Regulations
 - Education and Care Services National Law 2011
 - Mitchell Shire Council's policies and procedures
 - Cultural perspective contextual framework(s)/plans
- Ensuring all practice fosters the principles of the Victorian 11 Child Safe Standards
- Promote collaborative partnerships with children, families, educators, and external sector professionals (eg: Allied Health)
- Assist in the implementation of quality frameworks and engage continuous quality improvement processes
- Monitor, observe, assess and document the child learning data and use to assist with program development
- Undertake reflective professional practice, and keep current within the field of early childhood education
- Carry out administrative functions and adhere to governance requirements

- Participate in the SRF menu items allocated within the kindergarten plan
- Knowledge and understanding of working within the MARAM, Mandatory Reporting and Child Safe Standards frameworks

Other Duties

- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.
- Early Childhood staff will be required from time to time to attend after hours meetings for collaboration and professional development. Such occasions will be paid at overtime rates.

About You

Key Selection Criteria

1. Demonstrated ability to assist with the implementation of a high-quality educational pedagogical program that meets the needs of children and families
2. Excellent interpersonal and communications skills, with a proven ability to interact with children and families
3. Ability to follow processes and undertake a range of administrative functions
4. A minimum Diploma in Children's Services or equivalent as set out by ACECQA
5. Demonstrated commitment to professional development and reflective practice

Pre-employment checks Required

- National Police Check
- Working with Children Check
- Approved First Aid Certificate
- Valid Victorian driver's license
- Mandatory reporting
- MARAM Information Sharing

About Mitchell Shire

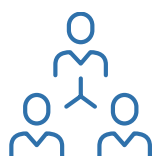
All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and livability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



**Working
Together**



Respect



**Customer Service
Excellence**



Accountability



**Continuous
Improvement**

Structure

Mitchell Shire Council is broken into three Directorates being:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Position requirements

Accountability and Extent of Authority

- Accountable to the Children's Services Coordinator who is responsible for the management and development of the Mitchell Kindergarten Service within State Government and sponsoring body policies
- Responsible for supporting the professional operation of the Kindergarten and the quality of the program, accountable to DET and ACECQA

Judgement and Decision Making

- Ability to make appropriate decisions and evaluate alternatives within documented procedures
- Ability to make clear decisions pertaining to tasks to be completed
- Guidance and advice is always available from the Pedagogy leadership team and Children's services Co-Ordinator

Specialist Skills and Knowledge

- Knowledge of the needs of young children and early childhood development
- Knowledge of the Victorian Early Years Learning and Development Framework, Education and Care Services National Regulations and Education and Care Services National Law Act 2011 and Cultural perspective contextual framework(s)/plans.
- The ability to support a developmentally appropriate program for 3–6-year-old children embracing cultural perspectives and inclusion
- Knowledge of child protection processes and Child Safe Standards policies and procedures
- Thorough knowledge of appropriate emergency procedures

Management Skills

- Ability to plan and organise own workload to achieve Department objectives within set timeframes
- An ability to record and maintain accurate information and records
- Knowledge of the principles of Equal Employment Opportunity and ability to follow Occupational Health and Safety practices

Interpersonal Skills

- Integrity, trustworthiness and professionalism
- Maintain confidentiality, both within the Kindergarten and in the community
- Well-developed teamwork and communication skills
- Sound written and oral communication skills

Qualifications and Experience

- A minimum Diploma in Children's Services or equivalent
- Prior experience working with children in an Early Childhood setting
- ACECQA approved first Aid, CPR, Asthma and Anaphylaxis

Employee Acceptance

Employee Name:

Employee Signature:

Date: