



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Early Childhood Educator (Diploma qualification or higher)			
<b>POSITION NO:</b>		702514	<b>CLASSIFICATION:</b>		Band 4
<b>DIVISION:</b>		Community Programs			
<b>BRANCH:</b>		Family, Youth and Children’s Services			
<b>UNIT:</b>		Children’s Services			
<b>REPORTS TO:</b>		Centre Coordinator			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	Yes

*Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVE

To lead the development and implementation of a quality education and care curriculum for the children attending the centre in accordance with all legislative requirements and City of Yarra Policies and Procedures. The curriculum should reflect the context and diversity of the community in which the children live.

### ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Family, Youth and Children's Services Branch forms part of the Community Programs Division. The Children's Services Unit contributes directly to the achievement of Branch and

organisational goals. As a member of the Children's Services Unit, the incumbent is required to pursue Branch and Divisional goals through effective team work within the Branch/Unit and with colleagues in other branches and divisions. This is achieved by developing sound working relationships with a range of internal and external parties and through active contribution to actions and strategies as set out in the Municipal Early Years Plan – MEYP.

## ORGANISATIONAL RELATIONSHIPS

<b>Position reports to:</b>	Centre Coordinator
<b>Position Supervises:</b>	Co-educators, Students
<b>Internal Relationships:</b>	Team of Educators at the service Educators across the Children's Services Unit Administration staff & Management team across the Children's Services unit
<b>External Relationships:</b>	Children and families attending the Service Relevant Children's service organisations in relation to service delivery and Early Childhood Professionals

## KEY RESPONSIBILITY AREAS AND DUTIES

### Curriculum

- Lead the implementation of care and educational programs of high quality taking into account the ages and stages of individual children.
- Lead the implementation of key outcomes from the Victorian Early Years Learning and Development Framework (VEYLDF) and the Australian Early Years Learning Framework (EYLF).
- Lead the development of the curriculum for the group of children as a whole and for individual children as required.
- Be responsible for ensuring regular evaluation of the curriculum by reference to the VEYLDF, EYLF and the National Quality Framework (NQF).
- Lead, plan and implement a play based curriculum that recognises children's strengths and interests and capacity to become capable and competent learners.
- Build warm and respectful relationships with all children, gaining comprehensive knowledge of them as individuals and aiding the provision of documents that reflect their learning and engagement with the curriculum, individual children, and ensure comprehensive individual developmental records.

### Safe Environment for Children and Staff

- Ensure all procedures required by: the *Education and Care Services National Law Act 2010* and *The Education and Care Services National Regulations (2011)*, the *National Quality Framework (NQF)*; and the *Children's Services Act 1996* and *Regulations 2009* (as applicable to the service type), the City of Yarra Staff Policies, the City of Yarra Children's Services Policies and Procedures, and the Occupational, Health and Safety Policies, are adhered to.
- Maintain a safe environment for children including maintaining active supervision, sharing responsibility for checking equipment, ensuring the physical environment is clean and well organised, with learning experiences offered in an aesthetically pleasing manner.
- Report to Centre Coordinator or (in the Coordinator's absence) to the Certified Supervisor in day to day charge; any concerns regarding adherence to above procedures, regulations and legislation.

- Report to Centre Coordinator or (in the Coordinator's absence), to the Certified Supervisor in day to day charge; any incidents/accidents, illness and record as per Centre procedure.

## **Liaison with parents, staff and centre coordinator**

### ***Parents***

- Be available to liaise with parents on their child/ren's day at the centre and to discuss aspects of their child's development.
- Acknowledge and be sensitive to, in the context of the centre's user groups, varying parenting practices.
- Inform Centre Coordinator of any concerns regarding the development, behaviour or well-being of any child attending the centre.

### ***Educator Team Staff***

- Mentor staff to demonstrate initiative to support the day to day functioning of the centre.
- Supervise and assess students, as required.
- Participate in the building of a positive culture within the team.
- Participate in and support the collaboration of educators within the team.

### ***Centre Coordinator***

- Report to the Centre Coordinator, any issues pertinent to the day to day operation of the centre, including issues relating to staff, parents and children.
- Participate in and support the development and implementation of centre policies and procedures, including the Quality Improvement Plan.
- Participate and support the development and implementation of initiatives arising from the Municipal Early Years Plan.

### ***Administration***

- Maintain curriculum documentation, group and individual children's learning records, accident/illness records, attendance records and document and report any concerns in relation to a child's health and well-being.
- Ensure all required records and authorisations are completed for excursions.
- Undertake duties as necessary to aid the day to day functioning of the centre.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The position is accountable to the centre coordinator and makes independent decisions in the context of key responsibility areas as outlined.
- Under the guidance of the centre coordinator, the position is directly accountable for the development, implementation and evaluation of children's curriculum and objectives.
- The incumbent is required to consult with and report regularly to the centre coordinator to ensure the achievements of key performance indicators, program objectives and target.

### **Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

### **Sustainability**

Embrace the following Sustaining Yarra principles through day to day work:

- |                              |                         |
|------------------------------|-------------------------|
| ○ Protecting the Future      | ○ Social Equity         |
| ○ Protecting the Environment | ○ Cultural Vitality     |
| ○ Economic Viability         | ○ Community Development |
| ○ Continuous Improvement     | ○ Integrated Approach   |

### **Yarra Values**

Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:

- |             |                  |
|-------------|------------------|
| ○ Teamwork  | ○ Accountability |
| ○ Integrity | ○ Innovation     |
| ○ Respect   |                  |

## **JUDGMENT AND DECISION MAKING**

- Make decisions in relation to all key responsibility areas.
- Take appropriate action in any urgent or emergency situation related to the program.
- Work to clearly defined organisational procedures and protocols.
- Enact decision making within the context of the *Education and Care Services National Law Act 2010*, *The Education and Care Services National Regulations (2011)*, the *National Quality Framework (NQF)* and the *Children's Services Act 1996* and *Regulations 2009* (as applicable to the service type), using professional knowledge and experience to provide appropriate advice and guidance to families and children.

## **SPECIALIST SKILLS AND KNOWLEDGE:**

### **Knowledge**

- Proven ability to develop and implement innovative quality curriculum relevant to the needs of children attending the centre.
- Thorough knowledge of child development theories and an ability to demonstrate this within the program.
- Knowledge of other relevant community and early childhood services available for the support and care of children and their families.
- Knowledge and understanding of the *Education and Care Services National Law Act 2010*, *The Education and Care Services National Regulations (2011)*, the *National Quality Framework (NQF)*; and the *Children's Services Act 1996* and *Regulations 2009* (as applicable to the service type).

## **MANAGEMENT SKILLS**

- Time management and the ability to plan and organise priorities across each work day.
- A basic knowledge of personnel practices and the ability to provide training and guidance to staff.
- The ability and flexibility to work across a range of rostered shifts.
- Moderate computer skills with experience in the use of Microsoft Desktop software including: Word, Outlook, and other Microsoft programs.

## INTERPERSONAL SKILLS

- The ability to communicate with all participants at the centre in a friendly and supportive manner.
- Sound communication skills with children in a range of age groups.
- Ability to work in partnership with parents in the care of their children and sensitivity to differing parenting and cultural practices.
- Capacity to work in a team of educators who have a range of training experience and personal qualities.
- Good written communication skills.

## QUALIFICATIONS, ACREDITATIONS AND EXPERIENCE

### Mandatory

- An approved early childhood qualification, including:
  - Advanced Certificate or Associate Diploma in Child Care
  - Preschool Mothercraft Nurse with Advanced Certificate
  - Degree or Diploma in Early Childhood Education or Child Care Studies*AND/OR Other equivalent qualifications as per the Children's Services Centres Regulations 2009.*
- Current Level 2 First Aid Certificate; Certificate in the Management of Asthma; and Certificate in the Management of Anaphylaxis.
- Current and valid Working with Children Check.

### Desirable

- Ability to speak a relevant community language

## KEY SELECTION CRITERIA

- Excellent interpersonal skills with proven capability to form positive relationships with children, families, and co-educators that are culturally competent and demonstrate respect for varying parenting practices.
- Proven ability to impart specialist Early Childhood Education knowledge to co-educators and mentor and empower teams to achieve better outcomes.
- Previous experience in completing written records as required for compliance, documentation of the curriculum, and children's learning needs, with a proven track record of the accurate and timely completion of these records.
- Demonstrated moderate computer skills with experience in the use of Microsoft Desktop software including: Outlook (or another email system), Word, and other Microsoft programs.
- Demonstrated skill in designing, implementing, and continually evaluating and improving a play based curriculum that references the following (as applicable to the service type), and that is responsive to the individual strengths, abilities and interests of the children.
  - *Education and Care Services National Law Act 2010*
  - *Education and Care Services National Regulations (2011)*
  - *National Quality Framework (NQF)*
  - *Children's Services Act 1996 and Regulations 2009*