



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Early Childhood Educator – Diploma				
<b>POSITION NO:</b>		<b>CLASSIFICATION:</b>	Band 4		
<b>DIVISION:</b>	Community Wellbeing				
<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 OBJECTIVES

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 RELATIONSHIP**

<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 other 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 Co-ordinator'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 Co-ordinator'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 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 Co-ordinator, 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
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - 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
  - Integrity
  - Respect
  - Accountability
  - Innovation
  - Sustainability

## **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.
- 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)*, the *Quality assurance and Accreditation System*; 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.

## **KEY COMPETENCIES**

### **SPECIALIST KNOWLEDGE AND SKILLS**

#### **Knowledge**

- Proven ability to develop and implement innovative high quality curriculum relevant to the needs and interests of children attending the centre.
- Thorough knowledge of child development and attachment 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.

### **Skills**

- Sound communication skills with children in a range of age groups and with adults.
- Ability to work in partnership with parents in the care of their child/ren.
- Ability to guide and direct co-educators
- Ability to speak a relevant community language an advantage.

### **MANAGEMENT SKILLS**

- Time management and the ability to plan and organise work.
- A basic knowledge of personnel practices and the ability to provide training and guidance to staff.

### **INTERPERSONAL SKILLS**

- Good written communication skills.
- Capacity to work in a team of educators who have a range of training, experience and personal qualities in a friendly and supportive manner.
- Flexible approach to work practices.
- Sensitivity to differing parenting and cultural practices.

### **QUALIFICATIONS AND EXPERIENCE**

An approved early childhood qualification is mandatory, 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;
- Current Certificate in the Management of Asthma;
- Current Certificate in the Management of Anaphylaxis.
- Current Working With Children Card

### **KEY SELECTION CRITERIA**

1. Demonstrated ability to develop, implement and continually reflect on a high quality play based curriculum reflective of the *National Quality Framework (NQF)* and Victorian Early Learning Framework and the ability to be responsive to the context and individual strengths, abilities and interests of the children.
2. Highly established interpersonal and communication skills with and demonstrated ability to form strong positive relationships with children, families and the Children's Services team.
3. Demonstrated ability to provide respect and support for diversity, including differing parenting and cultural practices, and the ability to build and maintain collaborative relationships with families and support agencies in a diverse community.

4. Sound knowledge of the *Education and Care Services National Law Act 2010*, the *Education and Care Services National Regulations (2011)*, the *Children's Services Act 1996* and *Regulations 2009* (as applicable to the service). The demonstrated ability to apply this knowledge, understand the implications and comply with policy, procedures and practice in the service.
5. Demonstrated leadership in small teams of educators with the ability to encourage and support the performance and ongoing development of team members.
6. Demonstrated ability to apply literacy skills to ensure the accurate completion of records required for compliance, documentation of the curriculum and children's learning needs.