

# Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



<b>POSITION TITLE:</b>	<b>Early Childhood Educator - Diploma</b>
<b>POSITION NUMBER:</b>	0091, 3278, 3262, 3395
<b>DIVISION:</b>	Community Life
<b>DEPARTMENT:</b>	Family Services
<b>CLASSIFICATION:</b>	Band 4
<b>REPORTS TO:</b>	Centre Manager/Director, Lead Educator and Administration Officer/Team Leader
<b>DIRECTLY MANAGES:</b>	Supports Certificate III educators and students
<b>INTERNAL LIAISONS:</b>	Family Services, other Council departments
<b>EXTERNAL LIAISONS:</b>	Service users, local community and resource agencies
<b>DATE:</b>	June 2020

Council is a provider of Early Years Management (EYM) for our funded Kindergartens, and other early years programs (Long Day Care, Occasional Care, Family Day Care, School Holiday Program). As an Early Years Manager we aim to work towards an integrated and sustainable early childhood education and care system that is well positioned to achieve improved outcomes for children and their families through the provision of accessible, high quality and inclusive early childhood education programs.

## POSITION OBJECTIVES:

This position provides high quality education and care in a service-based environment. It works cooperatively with a team of Early Childhood Educators, Teachers and allied professionals to provide a safe, caring and educational environment for children attending the service.

The position plans, implements and evaluates developmentally appropriate educational programs that reflect children's needs and meet the requirements of the City of Greater Geelong, State Regulations and Commonwealth Government Guidelines, including the Early Years Learning and Development Framework and the National Quality Standards.

The position also supports the Service Manager/Director with the efficient and effective management of the service to ensure smooth daily operation and may be required to undertake higher duties from time to time.

**The position aims to plan, implement and evaluate a high quality innovative and culturally responsive educational program that supports a holistic, family-centred approach to the education and development of individual children.**

## **POSITION RESPONSIBILITIES:**

### **Key Responsibilities:**

#### **Provision of education and care**

- Provide a standard of education and care which is in accordance with Education and Care Services National Regulations 2012, Education and Care Services National Law Act 2010, Early Years Learning & Development Framework Victoria, Early Years Learning Framework for Australia, and National Quality Standard.
- Ensure supervision of children is active, adequate and efficient at all times and implement and maintain clear expectations for children when establishing limits for appropriate behaviour.
- Ensure an inclusive, safe, caring and educational environment exists for all children and that the health and wellbeing of each child is a priority.
- Development and implementation of holistic educational program for all children, individually and in group situations in line with Education and Care Services National Regulations 2012, Regs: 73-76, Part 4.1  
<https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>
- Development of programs for children with additional needs to develop their skills and abilities within a supportive learning environment.
- Structure the indoor and outdoor environments and activities with a balance of active and passive learning areas to guide children to participate constructively, to explore, to learn and interact positively with other children in the group through play.
- Ensure each child's access, inclusion and participation in the program by learning about their individual context (family circumstances, geographic location, cultural and linguistic experiences) as well as their interests, learning styles, strengths and abilities
- Plan and reflect on practices, programs and policies.
- Development of culturally responsive programs and responses to all children, within the context of their families and communities.
- Development of educational programs in ways that celebrate and share children's and families strengths, beliefs and culture.
- Respond to enquiries relating to the programs, procedures and activities within the Service.
- Promote and practice The Australian Early Childhood Association Code of Ethics.
- Adhere to all Councils policies and procedures relevant to this position
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

#### **Collaborative Partnerships with families and communities**

- Engage collaboratively and respectfully with families from enrolment and orientation to learn about their expertise, culture, values and beliefs and priorities for their child's learning and wellbeing
- Consistently support families to participate in the service, make meaningful contributions to service decisions, and share in decision making about their child's learning and wellbeing
- Provide comprehensive, current and accessible information about the service, relevant community services, and resourcing to support parenting and family wellbeing
- Recognise and promote the leading role of families in their children's wellbeing and development
- Promote the ongoing collaborative partnerships with the community and link with community and support agencies to enhance children's learning, wellbeing and participation
- Ensure confidentiality, professionalism and discretion is maintained at all times, in line with legislative and organisational policy requirements.
- Act as a resource for parents and the community through maintaining an awareness of community and support agencies.
- Assist room staff to supervise and support students.

#### **Team Building**

- In line with "positive duty" actively assess our behaviour, our decisions and our interactions and how they might unfairly or negatively impact others, before we act, make the decisions, or speak.

- Maintain a cooperative and flexible attitude towards the development of a motivated and professional team.
- Establish daily procedures, objectives and contribute to philosophies for the Service.
- Act as resource to other staff in sharing of program ideas, support and information exchange.
- Attend mandatory staff and/or committee meetings and participate in project teams as required.
- Encourage trust and cooperation amongst the team.

### **Integrated Child-Centred Practice**

- Work with internal and external early years professionals in regard to the development and needs of individual children and their families.
- Act as a resource for parents, other early years professionals and the broader community in relation to community and support options for children and their families.
- Establish effective working relationships with other early years professionals in relation to providing an integrated response to the education and support of children and their families.
- Promote an Integrated approach to service delivery that improves children's health, educational, social and well-being outcomes

### **Administrative Support**

- Respond to enquiries, support orientation and enrolment new families.
- Communicate with the Service Manager/Director regarding the purchase of materials/stocks and equipment.
- Assist room staff to maintain educational program documentation.
- Support and assist the Service Manager/Director in general administration, including office duties as required.

### **Professional Development**

- Assist with recommendations for policy and/or operational changes to the Service.
- Maintain professional knowledge, resources and skills through in-service education, sharing ideas, professional reading etc.
- Actively participate and maintain a commitment to the National Quality Standard.

### **Values:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

### **Risk Management and Occupational Health & Safety Responsibilities:**

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.

- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

City of Greater Geelong is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

## **CHILD SAFE:**

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse.

The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities
2. Creating an organisational culture of child safety
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child
5. Ensuring all suspected abuse is reported and fully investigated

## **DIVERSITY AND INCLUSION:**

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

## **INTEGRATED SERVICE DELIVERY:**

The City of Greater Geelong has expressed its commitment to the development of 'integrated service delivery' for children within its *Municipal Early Years Plan 2018 - 2022*. The Plan highlights the importance of integrated service delivery for improving outcomes for young children and their families through professionals and services 'working together' to promote more efficient, accessible and responsive service delivery for families with young children. Similarly, the *Municipal Children's Services Infrastructure Plan 2013-2030*, outlines the Council's commitment to the development of integrated early years services within community-based services, where possible and practicable.

## **KEY SELECTION CRITERIA:**

### **Qualifications:**

- Diploma in Early Childhood Education and Care
- Working with Children Check.
- Current Police check (must be less than 6 months form date of issue).
- Current Level 2 First Aid.

**Essential:**

1. Excellent knowledge of the development of children in the 0-12 years age group.
2. Sound knowledge of the Education and Care Services National Regulations 2012 and Education and Care Services National Law Act 2010.
3. Sound understanding of the National Quality Framework encompassing the National Quality Standard (NQS) and the Victoria, Early Years Learning Framework for Australia (VEYLDF).
4. Ability to lead the team on the planning and implementation of education and care programs; including experience in supporting educational program planning to meet the needs of all children within the service.
5. Ability to evaluate and make recommendations to the Service Manager/Director on the planning and implementation of education and care programs within the service.
6. Ability to identify Health and Safety issues pertaining to the work environment.
7. Demonstrated and well-developed communication and interpersonal skills.
8. Ability to establish effective professional relationships with staff from a range of professional backgrounds in relation to the education and needs of children and their families.
9. Ability to ensure confidentiality, professionalism and discretion are maintained at all times.
10. Ability to demonstrate initiative and flexibility.
11. Current Covid19 vaccinations.

**Desirable:**

12. Previous experience in an education and care setting
13. Previous relevant local government experience

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Responsible for the effective planning, implementation and evaluation of child focused programs within the Service.
- Responsible for informing the Centre Manager/Director of any service developments, difficulties and opportunities that may arise in relation to program and service-based activities.
- May supervise and mentor students, under the guidance of the Centre Manager/Director.
- Maintain records of appropriate educational programs based on written observations and evaluations of children's development, interests and needs.
- Undertake duties in accordance with all legislative requirements and Council policy.
- Contribute to the development and maintenance of an integrated, child-centered response to families using the Service.
- Provide a safe and nurturing learning environment for children.
- Contribute to the creation of a welcoming environment for families and community members using the service.
- Assist the team by supporting the service philosophy, goals and objectives, in order to promote the growth, development and well-being of all children on a daily and long term basis.
- Participate in consultations with, case management meetings and practice discussions with relevant service-based and external professionals.
- Maintain positive and effective communication with parents, staff, visitors, other agencies, government departments and staff from the City of Greater Geelong.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

**JUDGEMENT AND DECISION MAKING:**

- Make recommendations to the Centre Manager/Director on the planning and implementation of education and other programs within the Service.
- Bring any Health and Safety or operational issues pertaining to their work environment to the attention of the Centre Manager/Director.
- Make decisions regarding children's development, needs and well-being.

**SPECIALIST SKILLS AND KNOWLEDGE:**

- Thorough knowledge of the development of children in the 0-6 years age group (within the context of their families and communities) and proven ability to plan appropriate programs.

- Well-developed skills in observing and interpreting children's behaviour and demonstrated ability to relate effectively to young children.
- Sound knowledge of Education and Care Services National Regulations 2012, Education and Care Services National Law Act 2010, related legislation and Council's OHS Policies, National Quality Standards, and a sound knowledge of the Victorian Early Years Learning and Development Framework.

#### **MANAGEMENT SKILLS:**

- Ability to manage own time, organise tasks and assist with the supervision and mentoring of other educators and students, as directed.

#### **INTERPERSONAL SKILLS:**

- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to be innovative within the program and service context.
- Demonstrated ability to be enthusiastic and self-motivated.
- Demonstrated ability to work ethically at all times.
- Well-developed communication skills.
- Positive approach to shared decision-making across a range of professional backgrounds and experiences.
- An understanding of and respect for diverse social and cultural values and attitudes in relation to parenting and caring for children.
- Demonstrated ability to work cooperatively with team members from a range of professional backgrounds.
- Ability to guide and positively role model to students and other education staff.
- Ability to demonstrate the organisational values and behaviours and represent Council in a positive and professional manner.

#### **ADDITIONAL INFORMATION:**

- Whilst staff will generally be working from one service there are benefits for staff and the Service in having staff work across all of the City's Early Childhood Education and Care services. Given this, the position is not tied to one location.
- This position requires work outside normal rostered hours from time to time, subject to the conditions of Council's EBA.