

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (CERTIFICATE III)

Position Details

Department:	Community Services
Unit:	Children's Services
Classification:	Band 3 or Level 1.1
Date Reviewed:	April 2024
Award:	This position is subject to the Glenelg Shire Council's Enterprise Agreement

Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service
Excellence

Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

Position Objectives

- To assist and support in the provision of a high quality educational childcare program for children 0-12 years of age, by planning, implementing, and evaluating appropriate programs in accordance with National Quality Framework, Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011, EYLF or VEYLDF and State Funding Guidelines.
- To support a flexible and innovative educational program that meets the needs of the children, families and community.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (CERTIFICATE III)

Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

Provision of Quality Child Care

- Support and assist in the delivery of a high standard of care and education to children at the service, in accordance with government regulations, contractual obligations and federal and state policy direction.
- Support a model of excellence and innovation in early childhood service provision through primary contact with children and their families.
- Actively participate in and maintain a commitment to the National Quality Framework and make recommendations to ensure continual improvement and quality principles are being practiced.
- Actively participate in and maintain a commitment to the Reconciliation Action Plan (RAP) development and implementation.
- Promote and practice The Australian Early Childhood Association Code of Ethics.
- Support and assist the development, planning, implementation and evaluation of programs based upon written records, and the observations of groups and individual children.

Consultation, Liaison & Resourcing

- Communicate and liaise with parents/guardians and staff regarding individual children at the service and report observations.
- Be a supportive and active member of the children's services team.
- Communicate with the supervisor on all matters pertaining to the program and/or service, and any issues that parents/guardians may have.
- Be aware of the programs and routines within each room/group of children.

Administrative Responsibilities

- In conjunction with Senior Staff, keep appropriate and confidential records of children's development and the educational program.
- Assist Senior Staff to ensure that the buildings, equipment and records are maintained in a safe and orderly manner in accordance with Council's policies, procedures, guidelines and requirements and the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011.
- Assist and support in the promotion of the service so that utilisation is maximised.
- Assist and support with the administration tasks covering day to day functioning of the service, where necessary.

Staff Supervision, Support & Development

- Supervise, support and guide trainees, students and volunteers to build their capacity in their role, where necessary.
- Maintain open, effective communication with all users.
- Foster a supportive work environment in which relationships are positive and productive.
- Ensure the policies of Children's Services and Council are promoted, practiced and implemented.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (CERTIFICATE III)

Key Responsibilities & Performance Standards Continued

Professional Responsibilities

- Assist in the development and maintenance of good parent/guardian/staff relationships.
- Identify own professional development opportunities through staff end of year process and individual work plans and the use of Council's Human Resource Information System.
- Provide and maintain a commitment to good customer service at all times.
- In consultation with Senior Staff assist in the development, implementation and evaluation of Children's Services policies and operational procedures.
- Support and work with Senior Staff to develop innovative models of service that will provide a more effective, flexible and accessible service for the whole community.
- Ensure the optimal health, safety and well-being of children in education and care.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Organisational Relationships

Reports to: Early Childhood Educator – Kindergarten Teacher (Bachelor Qualified)
or
Senior Educator or Lead Educator

Supervises: Trainees
Students and volunteers; when necessary
Children

Accountability & Extent of Authority

- Take responsibility, in conjunction with the Kindergarten Teacher or Room Leader for supervision of a group of children as required and for the efficient, flexible, innovative and effective delivery of the educational program.
- Ensure the health, safety and wellbeing of all children in the service

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (CERTIFICATE III)

Accountability & Extent of Authority Continued

- Ability to provide professional information, guidance and advice to parents/guardians and other staff that is relevant, up to date, ensuring current best practice methods are followed.
- Work as part of a team with support and guidance from the Kindergarten Teacher or Room Leader.
- Accountable to the Children's Services Manager, or nominated officer, for ensuring a high standard of care, education and safety is provided within the service, encouraging parent/guardian participation, family support and community involvement.

Judgement & Decision Making

- In consultation with the Kindergarten Teacher, Lead Educator or Room Leader, making decisions regarding children's development, health and wellbeing.
- Guidance and advice is always available from Senior Staff.
- Ability to participate as part of a team in helping to establish priorities, program development / service planning and implement service initiatives.
- Consult with Senior Staff when required to make decisions beyond normal day to day issues and those, which go beyond the responsibilities of this position.

Management Skills

- Supervise trainees, volunteers and students.
- Ability to be self-motivated, resourceful, flexible and accepting of changes affecting the service.
- Time management skills to set priorities, plan and organise own work
- Ability to work as an effective team member and with other service providers.

Skills & Knowledge Required

- Knowledge of Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011, related legislation and Council's OHS Policies, National Quality Framework, EYLF/VEYLDF.
- An understanding of child development in the 0 – 12 age range and capacity to develop, implement and evaluate program planning to meet needs of children at the service.
- Ability to write observations on children.
- General understanding of the Quality Improvement Plan.
- Demonstrated computer literacy.

Interpersonal Skills

- Well-developed interpersonal, written and verbal communication skills
- Ability to work harmoniously within a team environment and participate in a team approach to shared decision making.
- Ability to deal discretely and tactfully displaying empathy, warmth and understanding with confidential and sensitive matters.
- Demonstrated capacity to respond physically, emotionally and verbally to children in a respectful manner.
- Ability to communicate with staff, parents/guardians, PAGs/committees, Council and others in a professional manner.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (CERTIFICATE III)

Qualifications & Experience

- Minimum training of Certificate III in Children’s Services or equivalent in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011 is essential.
- A current Working with Children’s Check and satisfactory Police Check are essential ongoing requirements.
- HLTAID012 Provide an emergency First Aid response in an education and care setting or equivalent is essential.
- Current Driver’s License desirable.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council’s exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

Key Selection Criteria

- Minimum training of Certificate III in Children’s Services or equivalent in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011.
- HLTAID012 Provide an emergency First Aid response in an education and care setting or equivalent.
- A genuine understanding of and the desire to work with children aged 0 to 12 years of age.
- Effective communication skills with adults and children.
- Ability to deal discretely and tactfully displaying empathy, warmth and understanding with confidential and sensitive matters.
- Ability to work harmoniously within a team environment and encourage a team approach.
- Demonstrated computer literacy.
- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

Signatures

.....
Employee’s Name

.....
Employee’s Signature

.....
Date

.....
Manager’s Signature

.....
Date

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (DIPLOMA QUALIFIED)

Position Details

Department:	Community Services
Unit:	Children's Services
Classification:	Band 4 or Level 2.1
Date Reviewed:	August 2021
Award:	This position is subject to the Glenelg Shire Council's Enterprise Agreement

Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service
Excellence

Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

Position Objectives

- To ensure the provision of a high-quality educational program for children 0 - 12 years of age, by planning, implementing and evaluating appropriate programs in accordance with National and State Early Years Frameworks, Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010 and State Funding Guidelines.
- To have a flexible and innovative educational program that meets the needs of the children, family and community.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (DIPLOMA QUALIFIED)

Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

Provision of Quality Care and Education

- Ensure that a high standard of care and education is provided to all children, in accordance with government regulations, contractual obligations and federal and state policy direction.
- Provide a model of excellence and innovation in early childhood service provision through primary contact with children and families.
- Actively participate and maintain a commitment to the National Quality Framework and make recommendations to ensure continual improvement and quality principles are being practiced and recorded in the Quality Improvement Plan (QIP).
- Actively participate in and maintain a commitment to the Reconciliation Action Plan (RAP) development and implementation.
- Promote and practice The Australian Early Childhood Association Code of Ethics.
- Develop, plan, implement and evaluate programs based upon written records, and the observations of groups and individual children's strengths and interests with an awareness of safety.
- Summative Assessments for each child are written and made available for discussion with parents/guardians. (Victorian Privacy & Data Protection Act 2014).
- Provide a safe, stimulating, and nurturing environment for children and their families.

Administrative Responsibilities

- Keep appropriate and confidential records of children's development.
- Assist Senior Staff to ensure buildings, equipment and records are maintained in a safe and orderly manner in accordance with Council's policies, procedures, guidelines and requirements and the Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010.
- Assist and support in the promotion of the service so that utilisation is maximised.
- Assist and support with administration tasks covering day to day functioning of the service.

Consultation, Liaison & Resourcing

- Actively liaise with both internal and external services and relevant networks to ensure the service is well placed within the early childhood profession.
- Through the development of accurate and appropriate resources and procedures, respond to families' requirements and needs through maintaining a high level of customer focus.
- Consult where appropriate with the relevant supervisor, relevant service staff and parents on issues pertaining to the day-to-day operations of the service.

Professional Responsibilities

- Assist in the development and maintenance of good parent/guardian/staff relationships and respond to families' requirements for the care and education program delivered.
- Identify own professional development opportunities through staff end of year review process and individual work plans using Council's Human Resource Information System.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (DIPLOMA QUALIFIED)

Key Responsibilities & Performance Standards Continued

Professional Responsibilities (continued)

- Provide and maintain a commitment to good customer service at all times.
- Understand Child Safe Standards and Mandatory reporting obligations within the context of the service.
- Report to the Team Leader/Senior Educator any issues pertinent to the day-to-day operations of the service, including issues related to staff, families and children in a timely manner.
- In consultation with Senior Staff assist in the development, implementation and evaluation of Children's Services policies and operational procedures.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

Staff Supervision, Support & Development

- Supervise, support and mentor co-workers, trainees, students and volunteers to build their capacity within their role.
- Communicate with parents/guardians offering support and guidance and encouraging participation in the program. Maintain open, effective communication with all users.
- Participate and work effectively as a team member in staff meetings, professional development and parent/guardian meetings.
- Ensure the policies of Children's Services and Council are promoted, practiced and implemented.
- Foster a supportive work environment in which relationships are positive and productive.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Organisational Relationships

Reports to: Senior Educator, Lead Educator or Kindergarten Teacher

Supervises: Early Childhood Educator (Certificate III)
 Trainees
 Students
 Volunteers
 Children

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (DIPLOMA QUALIFIED)

Accountability & Extent of Authority

- In consultation with Senior Staff, responsible for allocating tasks and for the supervision of staff, trainees, volunteers and students.
- Undertake duties in accordance with all legislative requirements and Council policy.
- In consultation with Senior Staff, responsible for the efficient, flexible, innovative and effective delivery of the educational program, in-charge of an individual room as required.
- Ability to provide professional information, guidance and advice to parents/guardians and other staff that is relevant, up to date, ensuring current best practice methods are followed.
- Accountable to Senior Staff for ensuring a high standard of education, care and safety is provided within the service, encouraging parent/guardian participation, family support and community involvement.

Judgement & Decision Making

- In consultation with Senior Staff, make decisions regarding children's development, health and wellbeing.
- Guidance and advice is always available from Senior Staff.
- Have the capacity to exercise decision making and problem-solving skills that are based on well-defined objectives, methods, procedure and processes.
- Ability to participate as part of a team in helping to establish priorities, program development / service planning and implement service initiatives.
- Consult with Senior Staff when required to make decisions beyond normal day to day issues and those, which go beyond the responsibilities of this position.

Management Skills

- Implement organisation policies and practices.
- Self-motivating, resourceful, flexible and accepting of changes affecting the service.
- Demonstrated time management to set priorities, plan and organise own work and that of other staff at the service.
- Ability to supervise, motivate staff and delegate tasks as appropriate.

Skills & Knowledge Required

- Sound knowledge of Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010, EYLF/VEYLDF, related legislation and Council's OHS Policies and the National Quality Framework.
- Knowledge of children's behaviour guidance strategies.
- Demonstrated knowledge of child development 0-12 years of age and proven capacity to develop, implement and evaluate educational programs to meet the needs of each individual child and groups of children.
- Demonstrated computer literacy.

Interpersonal Skills

- Demonstrated capacity to respond physically, emotionally and verbally to children in a respectful manner.
- Ability to work harmoniously within a team environment and promote a team approach to shared decision making.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (DIPLOMA QUALIFIED)

Interpersonal Skills Continued

- Ability to deal discretely and tactfully displaying empathy, warmth and understanding with confidential and sensitive matters.
- Desire for self-development on a personal and professional level.
- Well developed interpersonal, written and verbal communication skills including effective listening skills.

Qualifications & Experience

- Minimum qualification Diploma of Children's Services or equivalent in accordance with the Education and Care Services National Regulations 2011 is essential.
- A current Working with Children's Check and satisfactory Police Check are essential ongoing requirements.
- HLTAID012 Provide an emergency First Aid response in an education and care setting or equivalent is essential.
- Current Driver's License is desirable.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

Key Selection Criteria

- Minimum qualification Diploma of Children's Services or equivalent.
- Ability to deal discretely and tactfully with confidential and sensitive matters.
- Ability to work harmoniously within a team environment and encourage a team approach.
- Sound knowledge of Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010, EYLF/VEYLDF related legislation and Council's OHS Policies, National Quality Framework.
- Demonstrated knowledge of child development, program planning, and behaviour guidance.
- Effective supervisory skills.
- Ability and desire to be in-charge of an individual room/service.
- Demonstrated computer literacy.
- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (DIPLOMA QUALIFIED)

Signatures

.....
Employee's Name

.....
Employee's Signature

.....
Date

.....
Manager's Signature

.....
Date

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (BACHELOR QUALIFIED) / KINDERGARTEN TEACHER

Position Details

Department:	Community Services
Unit:	Children's Services
Date Reviewed:	June 2021
Award:	This position is subject to the Glenelg Shire Council's Enterprise Agreement or the Early Education Employees Agreement 2020.

Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service
Excellence

Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

Position Objectives

- Ensure the provision of a high-quality educational program/kindergarten program for children 0-12 years of age, by planning, implementing and evaluating appropriate programs in accordance with National and State Early Years Frameworks, Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010, National Quality Framework (NQF) and State Funding Guidelines.
- Provide a flexible and innovative educational program that meets the needs of the children, families, and community.
- Be the educational leader of the service
- Develop and maintain positive relationships with children, parents/guardians, staff, committees and the broader community.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (BACHELOR QUALIFIED) / KINDERGARTEN TEACHER

Position Objectives Continued

- Develop and mentor staff / trainees / students / volunteers to ensure that they are motivated, committed and possess the necessary skills to carry out their roles effectively.

Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

Provision of Quality Care and Education

- Ensure that a high standard of care and education is provided to all children, in accordance with government regulations, contractual obligations and Federal and State policy direction.
- Provide a model of excellence and innovation in early childhood service provision through primary contact with children and families.
- Actively participate and maintain a commitment to the NQF and make recommendations to ensure continuous improvement and quality principles are being practiced and recorded in the Quality Improvement Plan (QIP).
- Actively participate in and maintain a commitment to the Reconciliation Action Plan (RAP) development and implementation.
- Promote and practice The Australian Early Childhood Association Code of Ethics.
- Develop, plan, implement and evaluate programs based upon written records and the observations of individual children's strengths and interests with an awareness of safety.
- Provide a safe, stimulating and nurturing environment for children, their families and staff.
- Actively contribute to the development of strategic plans in line with Council and the Children's Services Unit plans and objectives.
- Complete written records of children's goals and development including Term 3 Plans, Transition Statements and Summative Assessments and make these available to parents/guardians.

Administrative Responsibilities

- Ensure the service monitoring, reporting, regulatory and accountability requirements are met.
- Keep appropriate and confidential records of children's development.
- Provide regular written reports as required.
- Ensure buildings, equipment and records are maintained in a safe and orderly manner in accordance with Council's policies, procedures, guidelines and legislative requirements and report damages to Senior Staff.
- Ensure provision of the service operates within budget parameters in conjunction with Senior Staff.
- Assist and support in the promotion of the service so that utilisation is maximised.
- Undertake administration tasks covering day to day functioning of the service.

Consultation, Liaison & Resourcing

- Actively liaise with both internal and external services and relevant networks to ensure the service is well placed within the early childhood profession.
- Consult where appropriate with the Team Leader /Senior Educator, staff and service users on issues relating to the day-to-day operations of the service.
- Liaise with the PAGs/Parent Committee regarding fundraising, working bee's and parent engagement activities.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (BACHELOR QUALIFIED) / KINDERGARTEN TEACHER

Key Responsibilities & Performance Standards Continued

Professional Responsibilities

- Assist in the development and maintenance of positive parent/guardian/staff relationships and respond to families' requirements for the care and education program delivered.
- Identify own professional development opportunities through staff end of year review process and individual work plans using Council's Human Resource Information System
- Maintain a commitment to excellent customer service at all times and respond in a timely manner in accordance with Council's Customer Service Charter.
- In consultation with Senior Staff, assist in the development, implementation and evaluation of the services policies and operational procedures.
- Understand Child Safe Standards and Mandatory reporting obligations within the context of the service.
- Report to the Team Leader/Senior Educator any issues pertinent to the day-to-day operations of the service, including issues related to staff, families and children in a timely manner.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

Staff Supervision, Support & Development

- Supervise, support and mentor educators, trainees, students and volunteers to build their capacity within their role.
- Participate and work effectively as a team member in staff meetings, professional development and parent/guardian meetings.
- Ensure the policies of the service and Council are promoted, practiced and implemented consistently.
- Foster a supportive work environment in which relationships are positive and productive.
- Provide regular constructive feedback to educators and trainees on performance. Facilitate a minimum of quarterly staff support sessions and conducting the end of year reviews for direct reports.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (BACHELOR QUALIFIED) / KINDERGARTEN TEACHER

Organisational Relationships

Reports to: Team Leader or Senior Educator

Supervises: Educators & Trainees
Students / Volunteers
Children

Accountability & Extent of Authority

- Independent day to day responsibilities for program resources, service routines and procedures to meet the needs of all staff, children and their families within set objectives, budgets and regular reporting.
- Accountable to provide efficient, flexible, innovative and effective delivery of the educational program.
- Ability to provide professional information, guidance and advice to parents/guardians and other staff that is relevant, up to date, ensuring current best practice methods are followed.
- Ability to work as part of a team or independently with support and guidance from the Team Leader /Senior Educator.
- Accountable to the Team Leader /Senior Educator for ensuring a high standard of care, education and safety is provided within the service, encouraging parent/guardian participation, family support and community involvement.
- Allocation of tasks and for the supervision of staff, trainees, volunteers and students
- Undertake duties in accordance with all legislative and regulatory requirements, Council policies and procedures to ensure compliance.

Judgement & Decision Making

- Make decisions regarding children's development, health and wellbeing.
- Have the capacity to exercise decision making and problem-solving skills that are based on specialised methods, procedure and processes; and adapt to changing situations.
- Guidance, support and advice is always available within a timely manner to make a choice from the Team Leader / Senior Educator.
- Ability to participate as part of a team in helping to establish priorities, program development / service plans and implement service initiatives.
- Consult with Team Leader /Senior Educator when required to make decisions beyond normal day to day issues and those, which go beyond the control of this position.

Management Skills

- Excellent time management skills to set priorities, plan and organise own work and that of other staff in the service to achieve targets within a set timeframe.
- Strict adherence to confidentiality and privacy policies at all times
- Proven ability to work as an effective leader with team members and other service providers.
- Self-motivated, resourceful, flexible, ability to manage change and be innovative.
- Ability to supervise, guide, motivate staff and delegate tasks as appropriate.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (BACHELOR QUALIFIED) / KINDERGARTEN TEACHER

Skills & Knowledge Required

- Sound knowledge of the NQF, VEYLDF, Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010, related legislation and regulations and Council policies and procedures.
- Demonstrated knowledge of child development 0-12 years of age and proven capacity to develop, implement and evaluate educational programs to meet the needs of each individual child and groups of children.
- Knowledge of children's behaviour guidance strategies.
- Demonstrated computer literacy.

Interpersonal Skills

- Ability to work harmoniously within a team environment and promote a team approach to shared decision making.
- Effective conflict management skills.
- Well-developed interpersonal, written and verbal communication skills. Capacity to communicate sensitively (being non-judgemental) and effectively with children, families, staff, other agencies and the community, especially in regard to confidential and/or sensitive matters.
- Demonstrated capacity to respond physically, emotionally and verbally to children in a respectful manner.

Qualifications & Experience

- Bachelor of Teaching (Early Childhood) or other qualifications as approved by the Australian Children's Education & Care Quality Authority is essential.
- HLTAID012 Provide an emergency First Aid response in an education and care setting or equivalent is essential.
- Satisfactory Police Check and valid Victorian Teacher registration (VIT) is an essential ongoing requirement.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (BACHELOR QUALIFIED) / KINDERGARTEN TEACHER

Key Selection Criteria

- Bachelor of Teaching (Early Childhood) or other qualifications in accordance with the Education and Care Services National Regulations 2011.
- Knowledge of the NQF, VEYLDF, the Education and Care Services National Regulations 2011, Education Care Services National Law Act 2010, related legislation and regulations and how these guide a high quality educational program.
- Understanding of Victoria's Child Safe Standards.
- HLTAID012 Provide an emergency First Aid response in an education and care setting or equivalent.
- Demonstrated leadership skills.
- Ability to deliver innovative flexible educational programs including mixed age groups.
- Excellent communication skills including report writing skills.
- Developed time management and problem-solving skills.
- Current Drivers Licence.
- Demonstrated computer literacy.
- Ongoing satisfactory Police Check.
- Valid Teacher Registration or Working with Children Check card (Employee).

Signatures

.....
Employee's Name

.....
Employee's Signature

.....
Date

.....
Manager's Signature

.....
Date