

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:	June 2024
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

- 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, innovative, and culturally safe educational program that meets the needs of the children, family, and community.

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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, nurturing and culturally safe 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.

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Key Responsibilities & Performance Standards (continued)

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.
- Provide and maintain a commitment to good customer service at all times.
- Understand Child Safe Standards, Child Information Sharing Scheme 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.

Staff Supervision, Support & Development

- Supervise, support and mentor educators, 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 all aspects of their work including 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.
- 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

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Reports to: Team Leader, Senior Educator, Lead Educator or Kindergarten Teacher

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

Accountability & Extent of Authority

- In consultation with Senior Staff, responsible for allocating tasks and for the supervision of educators, trainees, students and volunteers.
- 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.

Skills & Knowledge Required (continued)

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- 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.
- General understanding of the Reconciliation Action Plan.

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.
- 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, working towards a Diploma qualification will be considered on a case-by-case basis.
- 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 working towards a Diploma, qualification will be considered on a case-by-case basis
- Ability to deal discretely and tactfully with confidential and sensitive matters.
- Ability to work harmoniously within a team environment and encourage a team approach.

Key Selection Criteria (continued)

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- 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).

Signatures

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Employee's Name

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Employee's Signature

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Date

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Manager's Signature

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Date