

POSITION DESCRIPTION

EARLY CHILDHOOD ASSISTANT – KINDERGARTEN (CASUAL)

Position Number:	various
Directorate:	Community Service
Department:	Child and Family Services
Location:	Golden Plains Shire Council Funded Kindergarten services
Reports to:	Coordinator Kindergarten EYM
Supervises / Manages:	Nil
Employment status:	Casual - employment with no firm advance commitment that the work will continue indefinitely with an agreed pattern of work
Classification:	EEEA (2020), Level 1 with Equivalent EA Band 3A
Date:	June 2022

POSITION CONTEXT

Golden Plains Shire Council is a provider of Early Years Management (EYM) for our funded Kindergartens, and other early years programs including limited care (formally Occasional Care) and Family Day Care. We aspire to establish accessible, quality, and sustainable early childhood education and care experiences for children and their families.

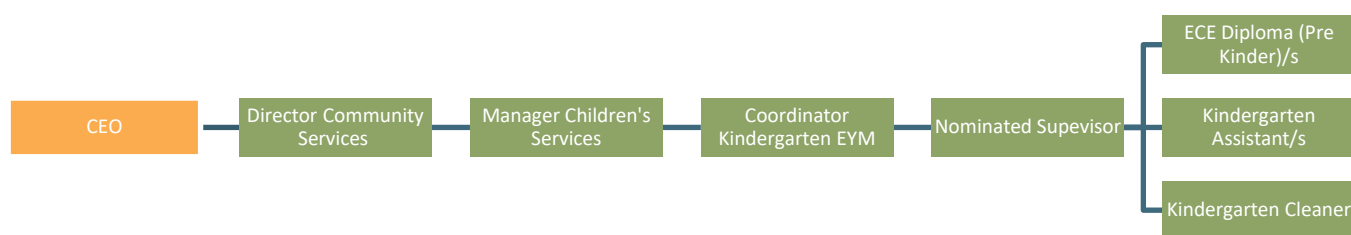
POSITION OBJECTIVES

This position provides quality education and care in service based sessional Kindergarten programs.

- To assist planning, implementation of high quality innovative, culturally responsive and developmentally based programs that reflects the children's needs.
- To assist developing, implementing and reviewing/evaluating programs that meet Council, State and Commonwealth guidelines, including the National Quality Standards and Early Years Learning Development Framework.
- To support positive and productive working relationships with all staff, families, management, other professionals working across Golden Plains Shire Council, Early Years Education and Care Services and the wider community.

ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Early Years Management
Directly Supervises:	Nil
Coordinates:	Nil
Internal Liaisons:	Child and Family Services team, Community Service Team, Volunteer Kindergarten Committee, and other Council staff
External Liaisons:	State and Federal Government Departments incl. Department of Education and Training, RTOs /Training institutions, parents, visitors and the community

KEY RESPONSIBILITIES AND DUTIES

Duties of Position

Provision of early childhood education and care

- Support parents and be available to discuss the child's experience within the program.
- Ensure a safe, caring and stimulating environment exists for all children and that the health and wellbeing of each child is a priority.
- 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 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
- Respond to enquiries relating to the programs, procedures and activities within the Service.
- Ensure the efficient, effective functioning of the service which meets the requirements of the regulatory and funding bodies and is responsive to changing needs and trends.
- Assist in ensuring that the early childhood building, grounds and equipment are maintained to a high standard of safety, cleanliness and repair.
- Ensure confidentiality is maintained at all times.
- Participate in meetings and liaise and network with Council staff.
- Promote and practice The Australian Early Childhood Association Code of Ethics. and report any service developments, difficulties and opportunities.
- Adhere to all Councils policies and procedures relevant to this position
- Other duties within the scope of the employee's skills, competence and training as directed.

Collaborative Partnerships with families and communities

- Engage collaboratively and respectfully with families
- 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
- Assist in capturing and maintaining complete and accurate records in accordance with legislative requirements and service policy and procedures.
- Provide comprehensive, current and accessible information about the service, relevant community services, and resourcing to support parenting and family wellbeing
- Participate in consultations with, case management meetings (as required)
- Recognise and promote the leading role of families in their children's wellbeing and development
- 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.

General Responsibilities

- Provide input into policy development and performance targets of the Unit.
- Act in accordance with Council's Customer Service Charter.
- Contribute to the Unit through efficient, effective and customer focused skills.
- Contribute to the development of the Unit's objectives, as well as the corporate goals of Council.
- Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.
- Provide support to other Council staff as required.
- Other duties within the scope of the employee's skills, competence and training as directed.

Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Manager, Coordinator and Direct Supervisor, identify, review and implement strategies to improve service quality and efficiency.
- Maintain excellent team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Participate as directed in training and education to maintain an up to day knowledge of emergency management responses.
- Provide administration, logistic and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- In assisting with effective planning, implementation and evaluation of child focused programs, the Early Childhood Education Assistant performs a range of tasks under general, limited or occasional supervisor subject to experience and qualifications. The work is performed within specific guidelines and the freedom to act is limited by standards,

procedures, and the nature of the work assigned to the position from time to time. Outcomes of work are readily observable, and the effect of decisions and actions is limited to the kindergarten program

JUDGEMENT AND DECISION MAKING

Routines and procedures are clearly defined and well documented. Tasks performed are selected from a limited range of existing techniques, systems, equipment, methods and processes in recurring work situations.

Guidance and advice is always available.

SPECIALIST SKILLS AND KNOWLEDGE

The position requires proficiency in the application of standardised procedures and practices and an understanding of the function within the context of delivering early childhood development and education services.

- 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

The position requires managing time and planning and organising one's own work, so as to achieve specific and set objectives in the most efficient way, within the resources and time available. Ability to organise tasks and assist with the supervision and mentoring of other educators and students, as directed.

INTERPERSONAL SKILLS

The position requires:

- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to be enthusiastic and self-motivated.
- Well-developed skills in oral and written communication with families, staff, students, volunteers and members of the community in the resolution of minor problems.
- An understanding of and respect for diverse social and cultural values in relation to parenting and caring for children.
- Demonstrated ability to work cooperatively with team members from a range of professional backgrounds and experiences and role model Council's values and behaviours

OCCUPATIONAL HEALTH AND SAFETY

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.

- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

RISK MANAGEMENT

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.

RECORDS MANAGEMENT

- Understanding records management obligations and responsibilities.
- Responsible for ensuring compliance with Council records management processes.
- Making and keeping accurate and complete records of business activities and decision making.
- Creating records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

COMMUNITY ENGAGEMENT

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision-making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing community members with relevant and timely information to inform their participation
- Being transparent and accountable about how the community engagement has influenced Council decision making.

EQUAL OPPORTUNITY

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

CHILD SAFE STANDARDS

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

PRIVACY AND CONFIDENTIALITY

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- As part of your role, you will be working or have contact with children. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.
- Whilst staff will generally be working across council operated services, the position is not tied to one location.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.
- A satisfactory National Criminal History Check and Working with Children's Check.

QUALIFICATIONS AND EXPERIENCE

- Certificate III in Children's Services from an approved training organisation.
- Experience working with families and children.
- Current Level 2 First aid, asthma and anaphylaxis training that complies with the requirements of Council policies as well as State and National guidelines and regulations.

KEY SELECTION CRITERIA

1. Demonstrated ability to support the implementation of a quality, safe and inclusive, responsive program, where all children are protected and promoted.
2. Sound knowledge and understanding of the Education and Care Services National Regulations 2012 and Education and Care Services National Law Act 2010; the National Quality Framework encompassing the National Quality Standard (NQS) and the Victoria, Early Years Learning Framework for Australia (VEYLDF).
3. Warm, caring and passionate communication and interpersonal skills and demonstrated ability to collaborate and cooperate effectively with staff, families, volunteers and members of the community
4. Ability to ensure confidentiality, professionalism and discretion are maintained at all times.
5. Ability to flexibly respond to situations with creativity and organisational skills in order to strike the balance between delivering service operation and improvements.

APPROVAL

Prepared By:	Bianca Meek - Coordinator Kindergarten (EYM)
Approved By:	Heidi Preston – Manager Child and Family Services
Reviewed By (P&C):	Shelley Lehmann – Business Partner Talent Management
Date:	June 2022
Employee Acceptance: (name and signature)	
Date:	

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.