

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR (DIPLOMA)

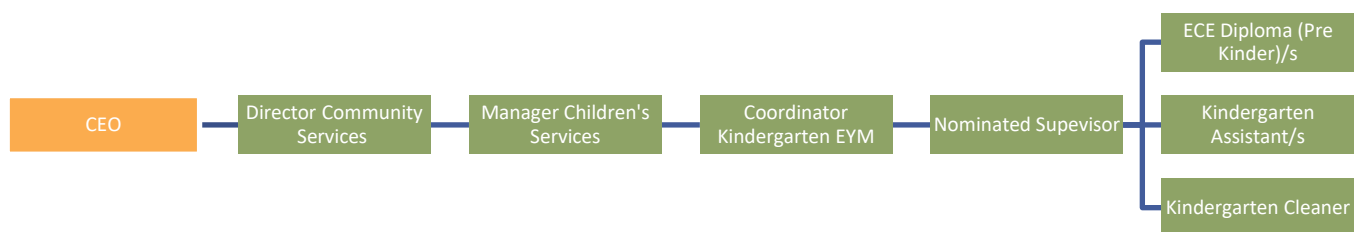
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| Position Number: | TBC |
| Directorate: | Community Services |
| Department: | Child and Family Services |
| Location: | Various |
| Employment status: | Casual |
| Classification: | EEEA (2020), Level 2 with Equivalent EA Band 4A |
| Date: | June 2022 |

POSITION OBJECTIVES

- To contribute to the planning, implementation and evaluation of a quality early childhood programs in line with corporate, legislative and best practice guidelines.
- Assist with the implementation of the National Quality Framework for Early Childhood Education and Care, and early childhood COAG initiatives in Council's early childhood services.
- Develop and maintain positive and productive working relationships with all staff, families, management, other professionals working across the Child and Family Services Team, the Community Services team and the wider community.
- Assist with the development of integrated early childhood services in Golden Plains Shire.

ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



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| Reports to: | Nominated Supervisor/Team Leader Kindergarten Early Years Management |
| Directly Supervises: | Educator, students and volunteers |
| Internal Liaisons: | All site Kindergarten services, Bannockburn Children's Service colleagues, Bannockburn Family Services Centre based Officers and Coordinators, Kindergarten Team Leader, Children's Services Administration Officers and other staff as required. |
| External Liaisons: | Department of Education and Training, State and Federal Government Departments, training institutions, parents, visitors and general public. |

KEY RESPONSIBILITIES AND DUTIES

Duties of the Position

- Support parents and in consultation with colleagues actively seek opportunities to discuss their child's experience in the program.
- Contribute to detailed developmental observations and records for each child to be used as a basis for individual and group programming.
- Support the delivery of a program that is of a professional standard, meets the individual needs of the families using the service and is based on current early childhood research and practice and is in accordance with relevant policy, legislative and best practice frameworks.
- Monitor the building, grounds and equipment to ensure they are maintained to a high standard of safety, cleanliness and repair.
- Supervise and support staff, volunteers and students in carrying out their roles, and facilitate the development of the team through effective communication.
- Other duties within the scope of the employee's skills, competence and training as directed.

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 Unit Manager and Team Leader, 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

The Early Childhood Educator:

- Provides information to clients and information and support to more senior employees.
- Supervises other employees and students on placement.
- Acts in accordance with relevant policy, legislative and best practice frameworks.

Freedom to act is limited by standards and procedures encompassed by the duties of the position. There is scope to exercise discretion in the application of established standards and procedures.

The position has sufficient freedom to plan their work at least a week in advance.

The effect of decisions and actions is limited to the internal procedures and processes of the Day Care Centre and its individual clients.

JUDGEMENT AND DECISION MAKING

The Early Childhood Educator is required to select the method, process or equipment to use to meet defined objectives from a range of available alternatives. Guidance and advice are always available within the time available to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE

The position requires:

- An understanding of the long term goals of the wider organisation, its values and aspirations and the legal and political context in which it operates.
- Proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of relevant precedents and previous decisions.

MANAGEMENT SKILLS

The position requires:

- A basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance.
- Skills in managing time and planning and organising one's own work.

INTERPERSONAL SKILLS

The officer shall have the ability:

- Gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees.
- Prepare routine correspondence and reports.

RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

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 when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

Records Management

Employees are required to follow all policies and procedures in relation to records management. Employees are expected to:

- Understand their records management obligations and responsibilities.
- Comply with Council records management processes.
- Keep accurate and complete records of business activities and decision making.
- Create 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

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 and child friendly environment 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. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

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.
- Tasks within this role may be required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Team Leader / Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Employment is subject to a satisfactory six month probationary period.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct and the Organisational Values of Pride, Respect, Integrity, Collaboration and Excellence.
- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.

- Maintain a satisfactory National Criminal History Check and Working with Children's Check.

QUALIFICATIONS AND EXPERIENCE

The skills and knowledge needed for this position are beyond those normally acquired through secondary education alone. Early Childhood Educators shall:

- Hold a Diploma of Children's Services or a higher qualification in Children's Services.
- Have completed first aid and anaphylaxis training that comply with the requirements of the National Quality Framework for Early Childhood Education and Care together with training in asthma management.
- Experience working as an educator in an Early Years program for 3-4 year olds and current knowledge and experience regarding implementation of NQF and policy compliant with current National Education and Care Regulation and Law.

KEY SELECTION CRITERIA

- A strong understanding and knowledge of early childhood development and education.
- Relevant educational qualification.
- Knowledge of the National Quality Framework for Early Childhood Education and Care.
- Demonstrated ability to support others in the planning, implementation and evaluation of a quality early childhood program.
- Well-developed supervisory and time management skills.
- Ability to contribute to the development of a productive team culture.
- Demonstrated ability to deliver a safe and inclusive program where all children including: Aboriginal, Children with a disability and Children from culturally and/or linguistically diverse backgrounds are protected and promoted.
- Commitment to continuous improvement.
- Willingness to participate in workplace change processes.
- Demonstrated customer service skills and the ability to develop a good rapport with parents and children. Awareness of the diverse social, cultural and religious backgrounds of children and families.
- Ability to work flexibly and effectively as part of a team as well as independently and in multiple locations.
- Excellent communication, interpersonal and time management skills.

APPROVAL

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| Prepared By: | Bianca Meek - Coordinator Kindergarten (EYM) |
| Approved By: | Heidi Preston – Manager Children’s Services |
| Reviewed By (P&D): | 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.