

## Position Description

<b>Position:</b>	Early Years Educator
<b>Incumbent:</b>	Vacant
<b>Key Result Area:</b>	Community wellbeing
<b>Classification:</b>	Early Childhood Educator
<b>Award name:</b>	Education Employees Agreement 2016
<b>Hours:</b>	Part-time – to be negotiated
<b>Employment status</b>	Temporary Part-time (12 month contract)
<b>Worksite location:</b>	Tallangatta Early Years Learning Centre
<b>Reports to:</b>	Manager Community Services
<b>Supervises:</b>	Nil
<b>Approved by:</b>	Chief Executive Officer
<b>Date approved:</b>	November 2017
<b>Document type:</b>	Position Description
<b>Reference:</b>	Personnel

### Position Objectives

- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all staff, contractors and Councillors
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role
- Assist in the delivery of a high standard, developmentally based, educational program to meet the needs of children attending the Tallangatta Early Years Learning Centre
- Continually improve the quality of service and operating systems of our service

### Key Responsibilities and Duties

- Assist with the implementation and evaluation of learning programs according to the needs of the children attending the Centre
- Assist with the delivery of the Kindergarten program
- Contribute to the Quality Improvement Plan for the Kindergarten program and Long Day Care service
- Provide a nurturing and supportive learning environment for all children of all abilities
- Work as an effective team member within the Centre
- Keep parents informed of the programs by documenting and displaying program goals objectives and activities
- Improve and maintain professional knowledge and skills by attending Early Years Curriculum Days, Orientation Days, meetings and relevant training programs as required

### **Key Responsibilities and Duties (continued)**

- Maintain accurately each child's records, including attendance, medical and accident records.
- Make regular observations to support the provision of a midyear and end-of-year learning statements using Council's template
- Keep all records and information contained in the client records confidential.
- Support staff, students and volunteers within the centre, reporting any difficulties to the Manager Community Services.
- Maintain a proficient knowledge and understanding of all relevant Children's Services Regulations, Centre Policies and emergency procedures.
- Assist in cleaning the Centre when necessary.
- Ensure that the Early Years Learning Centre operates in accordance with regulations and conditions determined by the Department of Education and Training and in accordance with Council and the Tallangatta Early Years Learning Centre's Policies.
- Work collaboratively with the Long Day Care Room leaders and 3 and 4 year old group's lead teacher to maximize outcomes for children and teamwork harmony.
- Maintain a teamwork ethos
- Adhere to Council's values and the confidentiality needs of the centre

### **Risk Management**

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council and users of the Centre in a professional and confidential manner.

### **Occupational Health and Safety**

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.

### **Other**

- Fulfill any other duties as directed by the Manager Community Services that are reasonably within the limits of the employee's skills, competence and training.

## **Selection Criteria**

### **Qualifications and Experience**

- Diploma in Children's Services or equivalent, or working towards qualification.
- Experience and proven ability in assisting with teaching or caring for children in an early years setting.
- Experience in working cooperatively with parents and families.
- Experience or understanding of a central enrolment program eg. QiKKids
- Current and satisfactory Police Record Check
- Current and satisfactory Victorian Employee Working with Children Check

### **Accountability and Extent of Authority**

- Under the guidance of Manager Community Services, authority is extended to decision and policy making within areas managed not requiring a direct Council resolution, within the constraints of the Council Plan, policy and delegations, statutory obligations and budget.
- Provide assistance with the planning and effective implementation of an appropriate educational program which meets the needs of the children attending the Tallangatta Early Years Learning Centre.
- Observe all legislative requirements, established policy and recognised standards relating to the responsibilities of the position.
- Assist with the maintenance of developmental records for children attending the Tallangatta Early years Learning Centre

### **Judgment and Decision Making Skills**

- Judgment and decision making is required within the accountability and extent of authority of the position.

### **Specialist Skills and Knowledge**

- Extensive knowledge of the NQF and QIP framework.
- The ability to coordinate activities for and supervise children attending the Centre in a safe, warm and caring environment.
- The ability to provide an educational environment and age appropriate program for all children in care.
- Working knowledge of child and educational development for children birth - 6 years old.
- Sound knowledge of safety guidelines in accordance with current Children's Services Legislation and Regulations.

### Management Skills

- Basic skills in managing own time and planning and organising one's work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ensure all daily task lists are completed.

### Interpersonal Skills

- Good verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of minor problems.
- Ability to work as a team member, and maintain effective communication with staff.
- Ability to gain cooperation and assistance from the public and other employees in the performance of well defined activities.

### Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting				x		
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide	X					
Heat and exposure eg. outdoors			x			
Isolation eg. tip supervision	X					
Sedentary eg. computer operation			x			
Dusty environment eg. quarry		x				

Key: Rarely: once monthly for say ½ hour  
 Regularly: once weekly for say 1 - 2 hours  
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

**Juliana Phelps**  
 Chief Executive Officer

Date: