

## Position Description

<b>Position:</b>	Early Years Educator
<b>Incumbent:</b>	Vacant
<b>Key Result Area:</b>	Community Wellbeing
<b>Classification:</b>	Band 3
<b>Award name:</b>	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2018
<b>Hours:</b>	10 hours per week
<b>Employment status</b>	Part-time
<b>Worksite location:</b>	Bellbridge Early Years Learning Centre
<b>Reports to:</b>	Bellbridge Early Years Learning Centre Manager
<b>Supervises:</b>	Nil
<b>Approved by:</b>	Acting Chief Executive Officer
<b>Date approved:</b>	July 2023
<b>Document type:</b>	Position Description
<b>Reference:</b>	Personnel

### BACKGROUND

Towong Shire Council is committed to ensuring that every child has the best start in life by participating in high quality early education and care. Our commitment is demonstrated by our extensive service provision across the municipality, inclusive of childcare, preschool (both three and four year old), playgroups and Outside of School Care programs.

### POSITION OBJECTIVES

- Assist in the delivery of a high standard, developmentally based, educational program to meet the needs of children attending Council's Early Years Centre's.

### KEY RESPONSIBILITIES AND DUTIES

- Support the delivery of high-quality programs and practices that provide a safe, nurturing, stimulating and engaging environment that promotes children's play and learning for children of all abilities.
- Support the implementation and evaluation of programs according to the needs of the children ensuring all legal, regulatory, ethical frameworks and government guidelines are adhered to.
- Develop positive and respectful relationships with all children and use information about children to inform practice and support their holistic development using an approved learning framework as a guide.
- Keep parents informed of the programs by documenting and regularly displaying program goals, objectives and activities.

- Assist with the maintenance of appropriate administrative and child developmental records, including attendance, medical and accident reports, keeping all records and information contained in the child's record confidential.
- Work as an effective team member within the Centre, supporting staff and students and reporting any difficulties to the Supervisor.
- Communicate with Room Leader/Centre Manager regarding any operations that need to be changed in accordance with regulations and conditions determined by the Department of Education and Training and in accordance with Council and the Early Years Centre's Policies.
- Improve and maintain professional knowledge and skills by attending Early Years Curriculum Days, Orientation Days, meetings, and relevant training programs as required.
- Maintaining a proficient knowledge and understanding of all relevant Children's Services Regulations, Centre Policies, and emergency procedures.
- Assist in cleaning the Centre as directed.

## **OTHER WORK REQUIREMENTS**

### **General**

- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all children, families, volunteers, staff, contractors, and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.
- Continually improve the quality of service and operating systems of our services in line with Council's plans and policies.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations and customers.
- Create and capture full and accurate records of your work-related decisions and activities in Towong's Corporate Management System.

### **Community Engagement & Customer Service**

- Provide a high level of customer care consistent with Council values.
- Promote the service within the community so that its aims and objectives are clearly understood.

### **Emergency Management**

- Observe and contribute to the Emergency Management Plan utilising the Department of Education and Training template and guidelines.
- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

### **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 Centre Manager or Coordinator Early Years Services that are reasonably within the limits of the employee's skills, competence, and training.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Under the guidance of Centre Manager or Coordinator Early Years Services, authority is extended to decision making, within the constraints of the relevant procedures and practices.
- Provide assistance with the planning and effective implementation of an appropriate educational program which meets the needs of the children attending the Early Years 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 Early Years Centre.

### **JUDGMENT AND DECISION-MAKING SKILLS**

- Judgment and decision making is required within the accountability and extent of authority of the position.
- The nature of the work is clearly defined, with guidance and advice always being available.

### **MANAGEMENT SKILLS**

- Basic skills in managing one's own work and time to achieve specific and set objectives in the most efficient way possible within the time and resources available and seek workload management support when required.

## **INTERPERSONAL SKILLS**

- Ability to work as a team member and maintain effective communication with staff.
- Good verbal communication skills to communicate with children, parents and other employees, and enable the resolution of minor problems.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- 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 aged 0-8yrs.
- Sound knowledge of safety guidelines in accordance with current Children's Services Legislation and Regulations.

## **QUALIFICATIONS AND EXPERIENCE**

- Certificate III in Children's Services or equivalent.
- 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.
- Current and satisfactory Police Record Check.
- Current and satisfactory Victorian Employee Working with Children Check.

## **SELECTION CRITERIA**

1. Successful completion Certificate III in Children Services or Diploma Early Childhood Education
2. Sound knowledge of the issues and needs that affect young children and their families, and experience in applying strategies to support inclusive practice and positive outcomes for children.
3. Knowledge of the National Quality Framework and VEYLD and an understanding of how to apply and adopt, relevant policies, standards and regulations, into the teaching program.
4. Organisational skills and the ability to prioritise work.
5. Excellent oral and written communication skills.

**PHYSICAL WORKING CONDITIONS**

Posture/Activity	Frequency			
	Not required or rarely required	Occasional <30% of the workday	Frequent 31%-65% of the workday	Frequent 31%-65% of the workday
Sit		X		
Stand/Walk			X	
Bend			X	
Squat			X	
Kneel			X	
Reach above shoulder		X		
Use arms/hands				X
Lift – sedentary (0-4.5kg)			X	
Lift – light (<9kg)		X		
Lift – medium (9kg – 22kg)		X		
Lift – heavy (>22kg)	X			
Neck movement				X
<b>Other</b>				
Drive or operate vehicles/plant	X			
<b>Environment</b>				
Working Outdoors			X	

**Approval**

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



**Rachel Gadd**

Acting Chief Executive Officer

**Date:** 28 July 2023

**Acceptance of position description**

I, ....., have read and accept the conditions of the Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.

I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.

Signature:

Date: