

EARLY CHILDHOOD EDUCATOR

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| DOCUMENT TYPE: | Position Description |
| POSITION: | Early Childhood Educator – Boort Preschool |
| POSITION SUPERVISOR: | Kindergarten Coordinator |
| POSITION DIRECTORATE: | Community Wellbeing |
| POSITION DEPARTMENT: | Early Years |
| POSITION TERM: | Permanent |
| POSITION STATUS: | Part-Time - 21.75 hours per week |
| POSITION AWARD CLASSIFICATION: | Early Education Employees Agreement 2020 |
| POSITION DESCRIPTION VERSION NUMBER: | 8 |
| POSITION DESCRIPTION DATE ADOPTED: | July 2024 |
| POSITION DESCRIPTION REVIEWED BY | Kindergarten Coordinator and Human Resources Coordinator |
| INCUMBENT: | Vacant |
| FILE LOCATION: | All position descriptions are held on a secure network by the Human Resources Department. |
| <p>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</p> <p>This document is available in alternative formats (e.g. larger font) if requested.</p> | |

1 POSITION OBJECTIVES

The objectives of this position are to:

- work cooperatively as a member of a team, and assist with the provision of a high quality educational program for the children
- operate in a professional manner at all times, meeting the requirements of the Department of Education *Kindergarten Guide*, the *Education and Care Services National Law Act 2010*, *Education and Care Services National Regulations* and the Quality Improvement Plan, policies and procedures of the service.

2 KEY RESPONSIBILITIES AND DUTIES

2.1 General

The incumbent will:

- work under the direction of the Educational Leader in accordance with the requirements the *Education and Care Services National Law Act 2010* and the *Education and Care Services*

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National Regulations

- be aware of, and assist with, implementing the service's policies and procedures
- assist with the delivery of the program including preparation of activities, general cleanliness and safety of the service and the packing away of equipment and materials as directed by the educational leader
- be actively involved in the development and implementation of the Quality Improvement Plan of the service
- perform other duties as directed.

2.2 Children

The incumbent will:

- assist with the program and daily routines, as directed by the educational leader
- assist the educational leader in the provision of a healthy, safe and welcoming environment for the children and families attending the service
- assist in working with individual and small groups of children
- attend to the physical, social and emotional needs of the children as required
- ensure that any child or group of children in the educator's care are adequately supervised, and that every reasonable precaution is taken to protect them from any hazard
- inform the educational leader or the Kindergarten Coordinator, if the requirements of the Regulations or the Act are not being met
- participate in the planning of the educational program including taking written observations of children as required.

2.3 Parents

The incumbent will:

- assist in developing good relationships and effective communication with families
- encourage and assist parents to consult with the educational leader on issues of children's development and program
- maintain confidentiality on all issues relating to children and families and comply with the service's privacy policy.

2.4 Staff

The incumbent will:

- work as a member of a cooperative and professional team
- attend meetings as directed by the Kindergarten Coordinator
- participate in an annual performance review
- propose relevant professional development and training programs, and participate in professional development activities, as approved or requested by the Kindergarten Coordinator
- ensure correct safety procedures are followed at all times, including when lifting heavy objects.

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2.5 Loddon Shire Council – employer

The incumbent will:

- work in a cooperative manner with the Kindergarten Coordinator, ensuring open communication on issues pertaining to the service
- act professionally towards resolution of any conflict that may arise
- attend meetings outside normal working hours as requested by the Kindergarten Coordinator, with appropriate notice and remuneration in accordance with the applicable industrial agreement.

3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The educator is accountable to the educational leader on a day-to-day basis for implementing the program's aims and is accountable to the Kindergarten Coordinator.

4 JUDGEMENT AND DECISION MAKING

The incumbent will have:

- ability to direct children in accordance with instructions of the educational leader
- in consultation with the educational leader, the ability to follow service policy & procedures concerning the operation of the centre.

5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- experience in working with young children
- ability to plan and manage time effectively with limited direction.

6 MANAGEMENT SKILLS

The incumbent will have:

- ability to plan, work and manage time effectively with limited direction and supervision
- ability to liaise & follow daily procedures as directed by the educational leader.

7 INTERPERSONAL SKILLS

The incumbent will have:

- ability to communicate effectively with children, committee, parents, staff and other professionals
- ability to work in a cooperative, flexible and professional manner with children, parents, staff, other professionals and the committee
- well developed communication and self-motivation skills

- ability to ensure confidentiality of information.

8 EXPERIENCE

The incumbent will have:

- experience in working with young children.

9 QUALIFICATIONS

| Qualification | Mandatory or Desirable |
|---|---|
| An approved Certificate III level Education and Care qualification or equivalent (or be working towards a qualification in accordance with the Education and Care Services National Regulations). | <ul style="list-style-type: none"> • Mandatory |
| A current Working with Children Check, which demonstrates suitability for employment in a children's service. | <ul style="list-style-type: none"> • Mandatory |
| A current approved first aid qualification, anaphylaxis management training and emergency asthma management training, in accordance with the Education and Care Services National Regulations and service policies. | <ul style="list-style-type: none"> • Mandatory |

10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

12 ORGANISATIONAL RELATIONSHIPS

| Relationship | Stakeholders |
|-------------------|--|
| Reports to | Kindergarten Coordinator |
| Internal liaisons | Council Staff, Preschool Committee and Children |
| External liaisons | Parents, health and early childhood professionals, department of education, staff and the General Public |

13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. minimum Certificate III Early Childhood Education and Care qualification (or equivalent)
2. willingness to undergo a police records check, which demonstrates suitability for employment in a children's service
3. experience working with young children
4. ability to work in a small team
5. ability to communicate with children and parents
6. first Aid, asthma and anaphylaxis qualifications
7. a current Working with Children's Check.

14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation.

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred.

15.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems.

15.4 Risk Management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system.

15.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles.

15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy and Data Protection Act 2014 and the Health Records Act. All employees are required to:

- adhere to the Information Privacy and Data Protection Act 2014 and the Health Records Act at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.

15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature: Date:

Manager's signature:

Manager's title: Date: